

Rule 5005-1 Filing and Transmittal of Papers

(a) The official records of this court shall be maintained electronically in accordance with the standards provided by the Administrative Office of United States Courts.

(b) Each attorney filing with this court is required to have a CM/ECF account with the court and is required to file all papers electronically. The clerk may accept paper filings from attorneys on an emergency basis, e.g., if the centralized CM/ECF servers are not functioning, but is not required to do so.

(c) *Pro se* debtors must file paper documents in person or by mail addressed as follows: Clerk, U.S. Bankruptcy Court, One Church Street, Montgomery, AL 36104.

(d) Creditors who file more than 10 proofs of claim or other documents in a year must file their documents electronically in accordance with Local Rule 3002-1.

(e) CM/ECF account holders shall protect their passwords from unauthorized use. If an account holder knows of any unauthorized use of the account, he shall immediately notify the clerk's office and any party known to have been served or affected by the unauthorized use.

(f) For a filing not made through a person's electronic-filing account and authorized by that person, a signature is required and may be represented in any manner intended to convey a signature.

(g) Any supporting documents (i.e., exhibits, affidavits, etc.) to a filing shall be filed as separate attachments to the filing under the same docket entry number. Each attachment to the filing shall be categorized or described in such a way as to easily identify the nature and content of the document. Each attachment will be automatically numbered by ECF in the order in which it is uploaded. For example: Motion for Relief from Stay (Attachments: #1: Affidavit; #2: Note; #3: Mortgage). (For detailed filing instructions, see the procedure for uploading attachments in ECF on the court's website, www.almb.uscourts.gov.)