

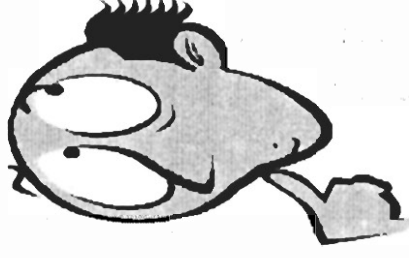
Advantages of Electronically Filing Motions for Relief from Stay

- The Court provides service of entered orders on electronically filed Motions for Relief from Stay thus alleviating the need for the movant to (1) prepare the order and (2) provide the Court with copies of the order and self-addressed envelopes.
- For real property Motions for Relief from Stay, the legal description is captured in the order.
- Submission of courtesy copies to chambers is not required. Filing electronically fulfills your courtesy copy requirement as stated in Local Bankruptcy Rule 9013-1(a)(8).
- Unless otherwise ordered by the presiding judge, you will not be required to submit a Proposed Form of Order if your Motion is granted at the court hearing.

Advantages of Electronically Filing Complaints (Adversary Proceedings)

- The file date is captured at the time of submission.
- The Summons and Notice of Status Conference is e-mailed back to the moving party for service the same day the Complaint is electronically filed, thus enabling the plaintiff to provide service and subsequently submit the Proof of Service electronically.

Did you know?



**The future is here
today . . . efile.**

**look inside to see
how efile can save you
time and money!**

May 2004

Jon D. Ceretto
Executive Officer/Clerk

United States Bankruptcy Court
Central District of California

255 East Temple Street
Los Angeles, California 90012

What is eFile?

eFile is the electronic court document filing system for the United States Bankruptcy Court for the Central District of California. It is a user-friendly, Internet-accessible system that enables registered users to file documents with the Court from their computers.

eFile was created with our customers in mind, and ease of use was our number one priority. You only need a computer with Internet capability, Adobe software to create Portable Document Format (PDF) files and a scanner.

Advantages of Using eFile

- All Central District bankruptcy judges participate in the eFile program.
- eFile is available 24 hours a day, 7 days a week to registered users and can be accessed from virtually any computer with an Internet connection.
- eFile saves time as registered users no longer need to travel to the Court or send a courier to file the types of documents accepted electronically (saves money).
- The electronic forms are easy to complete.
- The eFile submission process is fast.
- All activity on the Court's eFile site is executed over secured socket layers (SSL) with 128-bit encryption.
- Payment for fee documents is done electronically via credit cards.
- The eFile Support Center is available during business hours (Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding federal holidays).
- Registered users receive confirmation of electronically received documents.
- webPACER can be used in conjunction with eFile to immediately view filed documents, but it is not required.

Registering for eFile

Attorney online registration for eFile can be accomplished in a matter of minutes. Registration is required in order to use the eFile system.

From your web browser, go to the Court's web site: <www.cacb.uscourts.gov>. From the menu on the left side, select **Electronic Services**. From the *Electronic Services* menu, select **eFile**.

Select the **Register Me Now!** Option, and complete the registration form. You must request a username with a minimum of 6, but no more than 20, alphanumeric characters. If you request a username already registered with the Court, you will be prompted to select another username.

Valid credit card information must be provided at the time of registration. The Court currently accepts American Express, Discover, MasterCard, and VISA for payment of fees incurred for electronic filing.

Frequently Asked Questions

The most frequently asked questions, along with the answers, may be found at the Court's web site, <www.cacb.uscourts.gov>. From the left side of the Court's home page, select **Electronic Services**. From the *Electronic Services* menu, select **eFile**. From eFile, select **FAQs**.

eFile Support Center

The eFile Support Center is available during regular business hours (Monday through Friday, 9:00 a.m. to 4:00 p.m., excluding federal holidays) by calling (213) 894-2365.

eFile Documents

The Court currently accepts the following electronically filed documents:

1. Chapter 7 Voluntary Petitions
2. Motions for Relief from Stay for
 - F 4001-1M.PP (Personal Property)
 - F 4001-1M.RP (Real Property)
 - F 4001-1M.UD (Unlawful Detainer)
3. Complaints (adversary proceedings)

Trustee claim documents will be added in the future.

Hardware/Software Equipment

The following equipment is required:

1. A personal computer running a standard platform, such as Windows 95/98 or higher or Macintosh OS.
2. Microsoft Internet Explorer 4.x and above with SSL enabled.
3. A printer.
4. The full version of Adobe Acrobat (either 4.0 or 5.0 **only**), which contains both Adobe PDF Writer and Adobe Reader. PDF Writer is necessary for converting documents from a word processor format to PDF. Adobe Acrobat Reader is necessary for viewing PDF files.

NOTE: All documents submitted through eFile must be in PDF.

5. A scanner, if you wish to submit a hard copy document that is not available in your word processing program.
6. An e-mail account that is configured to send and receive attachments. You should be aware of any mailbox size limitations imposed by the e-mail provider.