

**THE UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF PENNSYLVANIA**

RONALD REAGAN FEDERAL BUILDING
228 Walnut Street, Room 320
Harrisburg, PA 17101
(717) 901-2800



274 MAX ROSEN U.S. COURTHOUSE
197 South Main Street, Room 274
Wilkes-Barre, PA 18701
(570) 831-2500

TO: All Interested Parties

DATE: September 15, 2014

SUBJECT: After-hours Filing Procedures For Non-Electronic Filers via Facsimile

Pursuant to Local Rule 5005-4 please note the following procedures for after-hours filing of petitions and other papers. This procedure shall only be used by Non-Electronic Filers for the sole purpose of filing papers after the Clerk's Office public hours of operation of 9:00 am to 4:00 pm or when the Clerk's Office is closed. **This procedure is not to be used as a convenience to any party. Accordingly, any paper received by facsimile after 12:00 midnight to 4:00 pm on a workday will be discarded.**

1. The first page and the signature page of each document filed must be received by facsimile no earlier than 4:01 pm eastern standard time and no later than 12:00 midnight eastern standard time.
2. The original document together with any required fee must be received and time stamped by the Clerk's Office no later than **4:00 p.m.** eastern standard time of the next business day of the Court. It is incumbent upon the filing party to notify the Clerk's Office that a document was transmitted by facsimile the previous day.
3. Upon receipt of the original document and fee, if any, the Clerk will stamp the following notation on the document:

"This document is deemed filed on _____ pursuant to Local Rule 5005-4 governing after-hours filing"
4. If the original document is not received timely, the Clerk will note the fact and the facsimile will have no force or effect.
5. The Clerk's Office will not acknowledge the filing of a document or assign a case number or adversary number to a document until the original is filed with the Court.
6. Documents filed in accordance with the above procedures will be deemed filed on the date and at the time printed on the document by the facsimile machine in the Clerk's Office.

Wilkes-Barre Facsimile Telephone Number – (570) 829-0249
Harrisburg Facsimile Telephone Number – (717) 901-2822