

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

ADMINISTRATIVE ORDER

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General Order No. 2025-01

**ORDER AUTHORIZING USE OF  
FACSIMILE OR ELECTRONIC SIGNATURE STAMP**

**IT IS HEREBY ORDERED** that a facsimile, electronic signature stamp, or text order entered on the official docket may be used by the Clerk and his Deputies and Chambers' Staff as designated below for the following:

1. Orders scheduling answer and/or hearing dates for sales free and clear of liens.
2. Orders setting hearings on disclosure statements in Chapter 11 cases.
3. Orders directing the filing of signed bankruptcy petitions, pleadings or claim forms.
4. Orders directing the filing of statements of social security number.
5. Orders directing the filing of status reports for cases that have been inactive for one year or at the direction of chambers.
6. Discharge Orders.
7. Orders transferring cases within Middle District.
8. Orders severing jointly filed petitions.
9. Orders approving payment of filing fees in installments.
10. Orders confirming Chapter 13 plans.
11. Orders dismissing Chapter 13 cases or a case party following motions to dismiss by the Standing Chapter 13 trustee and no answers being filed thereto.
12. Orders dismissing cases or a case party for failure to appear at § 341 meetings of creditors.
13. Orders closing reopened cases.
14. Orders approving stipulations entered into between the Standing Chapter 13 Trustee and the Debtor(s).

15. Orders approving appointments that do not include amounts of compensation to be paid and only after following the clerk's approved procedures specified in the Procedures Manual, Applications to Employ Professional, IV, A.
16. Orders for extension of time to file schedules (**only up to the 521 deadline – 45 days maximum**).
17. Final Decrees (**except for Chapter 11 cases**).
18. Orders directing payment of Court costs.
19. Orders for Refund which are \$500.00 or less (**Chief Deputy**).
20. Orders Fee due (**main case and adversary**) (**increased fees**) (**NSF check**).
21. Orders for dismissal for failure to pay filing fee (**only if adequate notice provided**).
22. Orders in cases filed under Subchapter V of Chapter 11 setting the dates for the status conference and report under 11 U.S.C. § 1188, filing of the plan of reorganization, and the claim bar date, and directing compliance with 11 U.S.C. § 308.
23. Orders in cases filed under Subchapter V of Chapter 11 setting the dates for the confirmation hearing, filing acceptances or rejections of the plan, filing objections to confirmation of the plan, filing elections under § 1111(b), setting the record date of security, and for filing applications for compensation.
24. Orders denying motions without prejudice for failure to timely file a certificate of service, appropriate notice, or a proposed order in revisable PDF format.
25. Orders directing the filing of a certificate of service in connection with an amended plan.
26. Orders directing compliance within three days for the following filing deficiencies after the Clerk's Office has served a Notice to Filing Party (NTFP) identifying the deficiency and the deficiency identified in the NTFP has not been timely corrected:
  - a. Application to employ an auctioneer: Failure to file an auctioneer's surety bond as required by L.B.R. 2014-1(b).
  - b. Request to withdraw a claim: Failure to comply with L.B.R. 3006-1.
  - c. Application to employ an agent or broker for the sale or lease of property: Failure to include a copy of the signed written contract employing the agent or broker as required by L.B.R. 2014-1(b).
  - d. Fee application: Failure to include the cover sheet required by L.B.R. 2016-1(a).

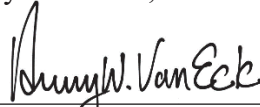
- e. Motion to shorten time: Failure to include a copy of the relevant pleading.
- f. Motion to participate in the mortgage modification program: Failure to comply with L.B.R. 9019-3(b)(1).
- g. Request to set the claims bar date: Failure to comply with L.B.R. 3003-1(a).
- h. Application to employ counsel or other professionals: Failure to include a verified statement of disinterestedness as required by L.B.R. 2014-1(a).
- i. Motions or requests for discharge: Failure to provide a PDF that is readable, complete, and/or able to be opened.

27. Orders granting trustee motions to defer filing fees upon certification of no assets in the estate.

This Order supersedes all prior orders authorizing the use of facsimile or electronic signature stamps (including General Order 2024-02).

Dated: March 26, 2025

By the Court,



Henry W. Van Eck, Chief Bankruptcy Judge <sup>(SE)</sup>