

FILED
October 9, 2012
U. S. Bankruptcy Court
District of Colorado
Bradford L. Bolton, Clerk

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLORADO

IN THE MATTER OF THE MASTER ADDRESS FOR
EFILING ATTORNEYS ON PLEADINGS

GENERAL PROCEDURE ORDER NUMBER 2012-3

This matter is before the Court *sua sponte* to establish the address that will be used for notice to attorneys who are registered electronic filers with this Court. The Court and all parties may rely upon the attorney's Master Address on file with the Case Management/Electronic Case Filing (CM/ECF) Training Department to verify the service address for that attorney (this address automatically populates to any case where the attorney has filed a document). The only exception is for cases where the attorney files an actual change of address in that specific case.¹

The Court finds that it is critical for efilers to keep their address information updated with the CM/ECF Training Department in order to ensure the attorneys receive notice. The mere usage of a different address, email address or phone number on the attorney's signature block in an electronically filed document will not substitute for filing a formal change of address or result in a change of the Master Address.

ORDERED THAT all documents served on an electronic filing attorney under any Federal Rule, Local Rule or Order requiring that a document be mailed to the electronic filing attorney, shall be sent to the Master Address of the attorney that has been processed through the CM/ECF Training Department, unless the attorney has filed a specific change of address for this particular case.²

¹The address found within the party/attorney list on a specific case in PACER or CM/ECF will be either the Master Address or the address that should be used for that case.

²The Court will continue to mail all notices and orders issued by it to electronic filing attorney's email address pursuant to Fed.R.Bankr.P. 9036.

FURTHER ORDERED THAT the inclusion of a new address on the signature block of an electronically filed document is not a substitute for filing a formal change of address.

Dated: October 9, 2012

BY THE COURT:

S/ _____
Howard R. Tallman, Chief Judge
Sidney B. Brooks, Judge
A. Bruce Campbell, Judge
Elizabeth E. Brown, Judge
Michael E. Romero, Judge