

FILED
U. S. Bankruptcy Court
District of Colorado
Kenneth S. Gardner, Clerk

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF COLORADO

In the Matter of Implementing Electronic
Filing for Certain Self-represented Parties

GENERAL PROCEDURE ORDER 2026-01

Pursuant to 28 U.S.C. § 2071, Federal Rule of Civil Procedure 83, and Federal Rule of Bankruptcy Procedure 9029, this Order amends Local Bankruptcy Rule 5005-4(b), pending its formal adoption following notice and opportunity for comment:

L.B.R. 5005-4. Electronic Filing

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(b) **Exemption from Mandatory Electronic Filing.** Upon filing a motion demonstrating good cause, an attorney may request an exemption from mandatory electronic filing. The Clerk or designee may exercise discretion and grant single instance emergency exemptions to attorneys as appropriate.

(1) **Method of Filing for Exempt Attorneys or Unrepresented Parties.** Unless otherwise ordered by the Court, attorneys who have received an exemption under subdivision (b) and unrepresented parties may file documents by any of the following methods:

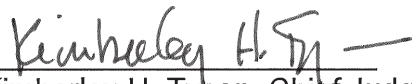
- (A) in person with the Clerk's Office; or
- (B) by mail.

(2) Unrepresented parties who are individual debtors, individual creditors, and individual parties to adversary proceedings may request permission to file electronically via CM/ECF by filing the Self-represented E-Filing Application, which is available on the Court's website. Joint debtors must both seek permission to file electronically. All statutes, Federal Rules, and Local Rules apply.

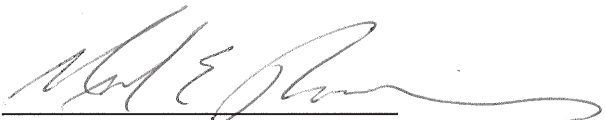
A redline comparison of Local Bankruptcy Rule 5005-4(b) and the Self-represented E-Filing Application are attached for reference. It is SO ORDERED.

Dated: June 15, 2026

BY THE COURT:



Kimberley H. Tyson, Chief Judge



Michael E. Romero, Judge



Thomas B. McNamara, Judge



Joseph G. Rosania, Jr., Judge

Redline Comparison

L.B.R. 5005-4. Electronic Filing

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(b) **Exemption from Mandatory Electronic Filing.** Upon filing a motion demonstrating good cause, an attorney may request an exemption from mandatory electronic filing. The Clerk or designee may exercise discretion and grant single instance emergency exemptions to attorneys as appropriate.

(1) Method of Filing for Exempt Attorneys or Unrepresented Parties. Unless otherwise ordered by the Court, attorneys who have received an exemption under subdivision (b) and unrepresented parties may file documents by any of the following methods:

(A) in person with the Clerk's Office; or

~~(B) through the approved filing tool available on the Court's website;~~

~~(C) by mail; or~~

~~(D) (B) by facsimile.~~

(2) Unrepresented parties who are individual debtors, creditors, and parties to adversary proceedings may request permission to file electronically via CM/ECF by filing the Self-represented E-Filing Application, which is available on the Court's website. Joint debtors must both seek permission to file electronically. All statutes, Federal Rules, and Local Rules apply.

~~A document filed through the Court's website filing tool or by facsimile is considered filed on the date that it is received by the Court; however, a document received on a Saturday, Sunday, legal holiday or day that the Court is closed, will not be entered on the docket until the next business day.~~

Fill in this information to identify your case

UNITED STATES BANKRUPTCY COURT DISTRICT OF COLORADO

Name: _____ Party Type: _____ Case #: _____
First Name Middle Name Last Name Debtor, Creditor, Plaintiff, etc. (If known)

Name: _____ Party Type: _____
First Name Middle Name Last Name Joint Debtor, if applicable

E-Filing Application Form for Self-Represented Party

Complete all sections, read and initial each statement, and sign below.

Part 1 Terms and Conditions

I (we) agree to the following statements (initials required for each statement):

Applicant #1	Applicant #2, (Joint Debtor, if applicable)	The following individuals may apply for e-filing: debtors and joint debtors, creditors, and parties to Adversary Proceedings. Spouses who file bankruptcy together must both initial and sign this form, and if permitted to e-file, must both register for PACER and CM/ECF Accounts. Non-individuals such as businesses are not eligible.
Initial Here	Initial Here	
_____	_____	I possess the following necessary tools for e-filing: 1) computer (not just a phone) with access to the internet; 2) recent version of a web browser; 3) software that allows me to read and create .pdf files.
_____	_____	I waive my right to receive documents by mail and consent to receive notice and service electronically at this email address at (<i>write legibly</i>):
_____	_____	I will only e-file in this case and related adversary proceedings, if any.
_____	_____	I will e-file all further documents and will not attempt to file in paper.
_____	_____	I will not e-file documents for anyone other than my joint debtor, if applicable.
_____	_____	I will pay my filing fees in CM/ECF within 24 hours.
_____	_____	I acknowledge the Court cannot alter, edit, or fix my e-filed documents.
_____	_____	I know it's up to me to keep my contact information updated through PACER.
_____	_____	I will comply with the Bankruptcy Code, Federal Rules of Bankruptcy Procedure, and the Court's Local Bankruptcy Rules, including Federal Rule of Bankruptcy Procedure 9037, which requires me to redact social security numbers, taxpayer-identification numbers, birth dates, names of minors, and financial account numbers from all documents.
_____	_____	I know the Court may revoke my e-filing privileges at any time if I fail to comply.

Part 2 Signature

Dated: _____

By: _____

Dated: _____

Signature of Applicant #1

By: _____

Signature of Applicant #2, if applicable

Mailing Address: _____

Telephone number: _____