

**Please be advised of the following changes:**

**Filing Fee** - Effective **April 1, 2015** this Court will require the payment of **\$75** upon the filing of any petition unless the debtor has submitted an application for in forma pauperis status. The remaining filing fee may be paid in installments with an application to pay in installments being filed. Failure to pay any portion of the required fee in a timely fashion will result in dismissal of the case. Section 2 of the Clerk's Administrative Manual has been updated to add 2.1(k).

**Affidavit of Necessity - Judge Lloyd Chapter 13s** - Beginning with cases filed on **March 1, 2015**, an Affidavit of Necessity will be required for confirmation in any Judge Lloyd Chapter 13 case in which the debtor's monthly telecommunication expense (telephone, cell phone, internet, satellite and cable services) equals or exceeds 5% of net income. This Affidavit should be docketed separately no less than 7 days prior to the scheduled 341 meeting. Section 2 of the Clerk's Administrative Manual has been updated to add 2.1(m).

Other updates to the Administrative Manual include language modifications to clarify the requirement to file exhibits electronically, see Section 2.3(b)(e) and (g). Information has also been added regarding the filing of sealed documents in CM/ECF, see Section 2.7.

**FOR ALL THE CHANGES REFERENCED ABOVE, PLEASE [SEE SECTION 2 OF THE CLERK'S ADMINISTRATIVE MANUAL](#).**

**Debtor Electronic Noticing** - We are pleased to announce a new feature of the Bankruptcy Noticing Center (BNC). Debtors may now register to receive court notices via email by completing a consent form through the Clerk's office. Notices are sent in portable document format (pdf) attachments and the debtor will receive the same notices from the BNC that would have been sent in paper form by mail. For additional information click [here](#).

**Failure to update your email address** - Pursuant to Federal Rules of Bankruptcy Procedure Rule 9036, notice is complete upon transmission not upon receipt. Therefore the Court is not responsible for incomplete or incorrect user information in CM/ECF, failure of an internet service provider to provide service, or failure to add the Bankruptcy Court as a trusted sender on your email account. For additional information click [here](#).

If you have any questions about these changes, please call the Clerk's Office at (502) 627-5700.