

## **GUIDELINES FOR FILING COPIES OF PAPERS ON COMPACT DISC**

Pursuant to 10th Cir. BAP L.R. 8008-1(e), the Bankruptcy Appellate Panel Clerk authorizes any party to file copies of a paper with this Court on Compact Disc (“CD”), upon compliance with the conditions below.

1. The party must file with this Court one (1) paper copy and four (4) CD copies of the paper.
2. All documents on the CD must be in Adobe Acrobat “pdf” format. The CD must contain an index or table of contents, listing the full name, date, and docket number of each document therein, exactly as it appears on each tab as set forth in paragraph 4(a) below.
3. The paper must comply with all applicable Federal Rules of Bankruptcy Procedure and this Court’s Local Rules, except as set forth in subsections (a) through (c) below.
  - (a) If paper filed is an appendix, the filing party may be excused from the requirement that the appendix be consecutively paginated if the party uses labeled tabs for each item in the paper copy of the appendix. Each tab must contain the full name and date of the document, as well as the docket number to which it corresponds.
  - (b) Each item in the appendix must have the same name on the paper tab as on the CD file. For example, a paper item labeled “June 11, 2001, Order Denying Plaintiff’s Motion for Summary Judgment – Docket No. 12345” must be matched by a .pdf file on the CD labeled “June 11, 2001, Order Denying

Plaintiff's Motion for Summary Judgment – Docket No. 12345.” A paper item labeled “June 11, 2001, Order Denying Plaintiff's Motion for Summary Judgment – Docket No. 12345” must be matched by a .pdf file on the CD labeled “June 11, 2001, Order Denying Plaintiff's Motion for Summary Judgment – Docket No. 12345.”

- (c) The paper copy of the appendix must contain a table of contents, listing the full name, date, and docket number of each document therein, exactly as it appears on each tab.
- 4. Each CD must be identical to the paper copy. Each CD must be clearly labeled with the case caption of the appeal and must be in a protective case.
- 5. The party must scan each CD for viruses.
- 6. The party must file with this Court a statement certifying as follows:
  - a. The CD copies are true copies of the paper copy filed with this Court;
  - b. The CDs have been scanned for viruses, specifying the software program used for the scan; and
  - c. To the best of the party's knowledge, the CDs are free of viruses.
- 7. The party must serve each other party to the appeal with a “hard” (paper) copy of the paper unless the party to be served consents to receipt of a CD. If any party is served with a CD, the certificate of service must state that the party consented to receipt of the CD.

Any party who complies with all above conditions need not seek permission of the Clerk to file copies of the paper on CD. Any party who seeks to be excused from any of the above conditions must file a motion, which must comply with

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Fed. R. Bankr. P. 8011 and 10th Cir. BAP L.R. 8011-1. The Court may, by order entered in a particular case, require a party to file additional paper copies.