

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF OHIO

IN RE

AMENDING ECF PROCEDURE 7

GENERAL ORDER NO. 61-1

Effective for cases filed on or after January 1, 2024, ECF Procedure 7 is hereby amended to state as follows:

**(a) Retention of Original Signatures.** Petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents that must contain original signatures or that require verification under Rule 1008 or an unsworn declaration as provided in 28 U.S.C. § 1746 shall be retained by the Filer or User who files such a pleading, document, or other paper for a minimum of two years from the closing of the case or proceeding.

**(b) Scanned Signatures.** Retention of a scanned digital copy of an original signature for two years from the closing of the case or proceeding shall satisfy the retention requirement of subsection (a).

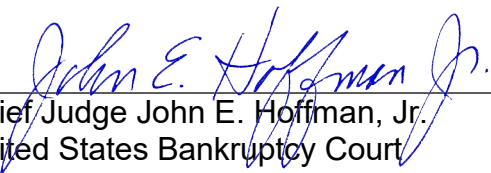
**(c) Sanctions; Production of Original Documents.** Failure to maintain such documents for the specified period shall subject the Filer or User to sanctions, including, without limitation, disgorgement of fees. On request of the Court, United States Trustee, standing trustee, or case trustee, the Filer or User must provide original documents or scanned original signature for review.

**(d) Other Applicable Laws or Rules.** Compliance with this retention requirement does not affect, replace, or constitute an exception to any other retention period required by other applicable laws or rules.

**IT IS SO ORDERED.**

**Dated:** 12-1-23

**FOR THE COURT**

  
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Chief Judge John E. Hoffman, Jr.  
United States Bankruptcy Court  
Southern District of Ohio