

*United States Bankruptcy Court
for the
Southern District of West Virginia*



*Administrative Procedures for
Electronic Filing*

(Revised March 2013)

Table of Contents

I.	Use of the Electronic Case Filing System.....	1
	A. Designation of Cases and Assignment of Case Numbers.....	1
	B. Eligibility, Registration, Certification, and Passwords.....	1
II.	Electronic Filing of Documents.....	4
	A. Signatures.....	4
	B. Retention Requirements.....	5
	C. File Format.....	5
	D. Fees Payable to the Clerk	6
	E. Orders.....	6
	F. Auto Assignment of Judge/Trustee/§ 341 Meeting.....	7
	G. Attachments and Exhibits.....	8
	H. Transcripts.....	8
	I. Hyperlinks.....	9
	J. Privacy Requirements.....	9
	K. Technical Failures.....	9
III.	Electronic Service and Notice of Documents.....	10
	A. Definitions.....	10
	B. Service and Notice of Documents.....	10
IV.	Consequences of Electronic Filing.....	11
	A. Effect of Filing.....	11
	B. Official Record.....	11
	C. Filing Deadlines.....	12
V.	Exceptions to Electronic Filing.....	12
	A. Documents Filed by Non-Registered and Pro Se Filers.....	12
	B. Trial/Contested Matter Exhibits.....	13
VI.	Sealed Documents.....	13
VII.	Public Access to Electronic Records.....	13
	A. PACER.....	13
	B. Motion to Limit Electronic Access.....	13

U. S. Bankruptcy Court-Southern District of West Virginia CM/ECF Administrative Procedures

C.	Privacy Requirements.....	13
D.	Public Access at the Court.....	14
E.	Paper Copies and Certified/Exemplified Copies.....	14

I. Use of the Electronic Case Filing System

A. Designation of Cases and Assignment of Case Numbers

Unless otherwise directed by the Court, all cases will be entered into the Case Management/Electronic Case Files System (hereafter CM/ECF System) utilized by the Office of the Clerk. Unless otherwise expressly provided in these Administrative Procedures, or in exceptional circumstances preventing a Registered Filer from filing electronically, all petitions, motions, memoranda of law, proposed orders, or other pleadings and documents filed with the Court by a Registered Filer in connection with a case assigned to the CM/ECF System must be electronically filed.

Main bankruptcy cases will be assigned case numbers in the CM/ECF System according to the county in which the debtor(s) reside. Adversary proceedings will be assigned case numbers in the CM/ECF System according to the division assigned to the related main bankruptcy case.

B. Eligibility, Registration, Certification, and Passwords

1. A registration form must be submitted for every person who wishes to be a user of the CM/ECF System. Registration forms are available at the link below:

<http://www.wvsb.uscourts.gov/registration-information-and-forms>

Completed and signed registration forms are to be returned to:

United States Bankruptcy Court
Southern District of West Virginia
ATTN: CM/ECF Registration
300 Virginia Street East, Room 3200
Charleston, WV, 25301

2. Upon registration and any necessary certification, the registrant will be assigned a login and password for the CM/ECF System. Each registrant will receive an e-mail containing their assigned login and password to ensure that the e-mail address has been entered correctly in the CM/ECF System.
3. Registered Filer is defined as one who has a Court-issued login and password to file documents electronically.

- a. Attorneys, Trustees, and United States Trustees

- i. Attorneys admitted to practice and currently in good standing in this Court (including those regularly admitted or admitted *pro hac vice* and attorneys authorized to represent the United States without being admitted to the bar), each trustee, the United States Trustee, and other parties as the Court may permit, shall be eligible to register as a Registered Filer of the Court's CM/ECF System. Attorneys admitted to appear *pro hac vice* in a particular case must attach a copy of the order granting *pro hac vice* admission to their registration form and will be limited to filing in that particular case. Information on *pro hac vice* admission to the Bankruptcy Court can be found at <http://www.wvsb.uscourts.gov/pro-hac-vice-admission>. The Attorney/ Trustee/United States Trustee Registration Forms are available on our website <http://www.wvsb.uscourts.gov>.
- ii. Although a training course is not required to receive a login, training is available online at <http://www.wvsb.uscourts.gov>.
- iii. Registration as a Registered Filer constitutes: (1) waiver of the right to receive notice by first class mail and request for notice by electronic means pursuant to Rule 9036 of the Federal Rules of Bankruptcy Procedure; and (2) waiver of the right to service by personal service or first class mail and consent to service by electronic means, pursuant to Rule 7005 of the Federal Rules of Bankruptcy Procedure.

b. Filing Agents

Filing Agents are users who file as an agent of a Registered Filer, using a separate login and password, thereby allowing several users to simultaneously file on behalf of a Registered Filer. Only attorneys, trustees, and United States Trustees may designate a Filing Agent to file on their behalf. Multiple Filing Agents may be associated with a Registered Filer.

c. Limited Access Filers

The following users shall be eligible to register as Limited Access Filers to use the Court's CM/ECF System for the limited purposes indicated. The Limited Access Registration Form is available at the website above.

- i. Claims agents shall be eligible to register for the limited purpose of filing proofs of claim and related documents.

- ii. Accountants and bookkeepers employed by debtors or bankruptcy trustees shall be eligible to register for the limited purpose of filing periodic operating reports and related documents.
 - iii. Transcribers shall be eligible to register for the limited purpose of filing transcripts and related documents.
 - d. The login and password required to file documents in the CM/ECF System serve as the Registered Filer's signature on all documents electronically filed with the Court. The password also serves as a signature for purposes of Rule 9011 of the Federal Rules of Bankruptcy Procedure, other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court.
 - e. Registered Filers agree to protect the security of their passwords and immediately notify the Clerk if they learn that their password has been compromised. Misuse of the CM/ECF System login and password may result in revocation of login and password privileges and/or the imposition of sanctions.
 - f. Once registered, a Registered Filer may withdraw from participation in the CM/ECF System by filing notice of such withdrawal in each pending case in which the Registered Filer appears. Such filing will serve as notice to registered attorneys, trustees and the United States Trustee who have appeared in cases in which the Registered Filer has appeared. Upon filing of the notice, the Clerk's Office will promptly cancel the Registered Filer password and delete the Registered Filer from any applicable electronic service list. *However, this does not authorize an attorney to withdraw as the attorney of record for his/her client.* An attorney who wishes to withdraw as the attorney of record for his/her client must still follow required procedures to withdraw as attorney of record.
4. Email Only User is defined as an attorney who has registered to receive email notification of case activity by way of Notice of Electronic Filing, but has not registered to file documents.

Registration as a Email Only User constitutes: (1) waiver of the right to receive notice by first class mail and request for notice by electronic means pursuant to Rule 9036 of the Federal Rules of Bankruptcy Procedure; and (2) waiver of the right to service by personal service or first class mail and consent to service by electronic means, pursuant to Rule 7005 of the Federal Rules of Bankruptcy Procedure.

II. Electronic Filing of Documents

A. Signatures

1. The login and password of the Registered Filer, as well as that of any Filing Agent designated by a Registered Filer, serve as the Registered Filer's signature on all documents electronically filed with the Court. The login and password also serve as a signature for purposes of Rule 9011 of the Federal Rules of Bankruptcy Procedure, other Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before this Court. No Registered Filer or other person may knowingly permit or cause to permit a Registered Filer's password to be used by anyone other than an authorized agent of the Registered Filer.
2. Electronically filed documents must include a signature block and must set forth the name, address, telephone number and, if applicable, attorney bar registration number of the Registered Filer under whose login and password the document is submitted. In addition, electronically filed documents shall contain an electronic signature of the Registered Filer, e.g., *"/s/ Jane Doe"* in the space where the signature would otherwise appear, as an indication that the original document was in fact signed, or may contain a scanned image of the original signature.
3. Electronically filed documents that require the signature of a party who is not a Registered Filer, e.g., petition, schedules, statements, amendments, must include a signature block and must set forth the name and address of the party. Such electronically filed documents shall contain an electronic signature of the party, e.g., *"/s/ John Doe"*, in the space where the signature would otherwise appear, as an indication that the original document was in fact signed, or may contain a scanned image of the actual signature.
4. In the case of a stipulation or other document to be signed by two or more persons, the following procedure shall be used:
 - a. The Registered Filer shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and shall obtain and have in his or her possession the actual signatures of all parties on the document.
 - b. The Registered Filer shall then file the document electronically, indicating the signatories, e.g., *"/s/Jane Doe," "/s/John Doe,"* etc., in the space where the signature would otherwise appear, or by filing a scanned image of the document containing all necessary signatures.

- c. The Registered Filer shall retain the hard copy of the document containing the original signatures in accordance with subparagraph II(B)(1) below.
5. *Pro Se filers* shall file fully signed paper originals of all petitions, lists, schedules, statements, amendments, pleadings, affidavits, and other documents which must contain original signatures or which require verification under Rule 1008 of the Federal Rules of Bankruptcy Procedure or an unsworn declaration as provided in 28 U.S.C. § 1746. These documents will be scanned by the Clerk's Office so they may be docketed electronically.

Cross Reference
Rule 11 Fed. R. Civ. P.

B. Retention Requirements

1. A Registered Filer shall retain the original paper copy of the bankruptcy petition, lists, schedules, statements, amendments, pleadings, affidavits, and any other documents which must contain original signatures, or which require verification under Rule 1008 of the Federal Rules of Bankruptcy Procedure, or an unsworn declaration as provided in 28 U.S.C. § 1746, for a period of no less than one (1) year after the closing of the case and shall make the original document(s) available for inspection upon request by the Court, the United States Trustee's Office, the case trustee and/or their designees.
2. The Office of the Clerk shall maintain any paper or electronic media document (diskette, tape, CD-ROM) that has not been scanned or uploaded in its entirety to the CM/ECF System pursuant to federal requirements for record retention, but not for less than **fifteen (15)** years after the closing of the case. Paper documents or magnetic media documents that have been scanned or uploaded in their entirety to the CM/ECF System may be disposed of, absent prohibition or written request to retrieve such document. The Office of the Clerk shall maintain electronic case records pursuant to requirements for retention of electronic records, but not for less than **fifteen (15)** years after the closing of the case.

C. File Format

Documents filed electronically must be in the format of a Portable Document Format (PDF) file. PDF files **may not exceed five (5) megabytes (mb) in size**. Documents that exceed five (5) mb shall be separated into PDF files no more than five (5) mb in size and filed in accordance with subparagraph II)(G)(1) below. Documents created from fillable forms must be flattened before filing to ensure the stability of information in the form. Instructions for flattening documents may be obtained on the Court's website, <http://www.wvsb.uscourts.gov>, under the heading, "For Attorneys &

E-Filers”. In addition to filing the PDF file of a creditor matrix, a Registered Filer must save the creditor matrix as a Text (.txt) file and upload that .txt file to the CM/ECF System to create the creditor database in a case.

D. Fees Payable to the Clerk

Registered Filers shall pay all applicable filing/motion fees through the U.S. Treasury Internet credit card program, Pay.gov. To ensure compliance with this policy, Registered Filers who have not paid the required fees within seven (7) calendar days from the date the fees were incurred, will be automatically placed in “Lock Out” status. Once a Registered Filer is in “Lock Out” status, the CM/ECF System will not allow that filer to file new documents in any proceeding until the fees are fully paid and future actions are restricted to:

- . Payment of the outstanding filing/motion fee(s)
- . Accessing PACER
- . Querying a case

Once the outstanding fees have been paid, all e-filing privileges will be automatically reinstated. In order to pay outstanding fees, simply select from the CM/ECF Utilities menu “Internet Payments Due” which will then execute the Point-of-Sale module operated by the U.S. Treasury Internet credit card program. Any difficulties with the credit card program or with the payment of fees should be reported to the Clerk’s Office.

Cross Reference
28 U.S.C. § 1930

E. Orders

1. Electronic Submission of Proposed Orders
 - a. Proposed orders submitted with electronically filed pleadings shall be saved as a PDF file and shall be submitted as an *Attachment* to the document being filed.
 - b. Proposed orders submitted electronically without an accompanying pleading, e.g., reflecting the Court’s ruling at a hearing, shall be saved as a PDF file and shall be filed using the event, “Proposed Order” or “Proposed Agreed Order” from the “Miscellaneous” category of events. Courtesy copies of the proposed order need not be mailed to the Judge or law clerk.
2. Electronic Entry of Orders

All orders, decrees, judgments, and proceedings of the Court will be filed in accordance with these Administrative Procedures, which will constitute entry on the docket kept by the Clerk under Rules 5003 and 9021 of the Federal Rules of Bankruptcy Procedure. All signed orders will be filed electronically by the Court or Court personnel. Any order or other Court-issued document filed electronically without the original signature of a judge or clerk has the same force and effect as if the Judge or Clerk had signed a paper copy of the order and it had been entered on the docket in a conventional manner. Orders may also be issued as “text-only” entries on the docket, without an attached PDF of a document. Such orders are official and binding.

3. Electronic Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action assigned to the CM/ECF System, the Clerk will transmit to Registered Filers in the case, in electronic form, a *Notice of Electronic Filing*. Electronic transmission of the *Notice of Electronic Filing* constitutes the notice required by the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure. The Clerk must give notice to a person who has not consented to electronic service in paper form in accordance with the Federal Rules of Civil Procedure.

Cross Reference

Rule 77(d) Fed. R. Civ. P.

Rule 9022 Fed. R. Bankr. P.

F. Auto Assignment of Judge/Trustee/§ 341 Meeting

In Chapter 7 cases **only**, a program will be run by the Court weekly, to automatically assign the § 341 meeting date and time to Chapter 7 cases filed during the preceding week, using the § 341 meeting schedules provided by the U.S. Trustee. The program will group together the § 341 meetings for all Chapter 7 cases filed by the same attorney within the preceding week, including cases with venue changes. When the program runs, parties in the case will receive an email of the § 341 meeting date and time, with an attached PDF file containing the notice.

The Chapter 7 § 341 Meeting Schedules for all divisions are posted on the Court's website at www.wvsb.uscourts.gov, which will allow filers to determine the § 341 meeting dates for cases filed during specific time periods. The schedules can be found under the heading, "Calendars - Hearing and 341", then by clicking on the link titled, "(year) Chapter 7 341 Meeting Schedules".

G. Attachments and Exhibits

1. Electronically filed documents may not exceed five (5) megabytes (mb) in size. Documents that exceed five (5) mb shall be separated into sections, each of

which shall contain no more than five (5) mb. The first section shall be filed as the main document, with the succeeding five (5) mb sections filed as attachments to the main document.

2. All documentation that is part of a pleading shall be electronically filed together as one document; e.g., the motion, notice of motion, and certificate of service. Exhibits not prepared as a PDF document must be scanned and converted to a PDF format and electronically filed as attachments to the main document. Proposed orders shall be filed as an attachment as provided in subparagraphs II (E)(1) (a) and (b).
3. A Registered Filer may submit as exhibits excerpts of the referenced document that are directly material to the matter under consideration by the Court. Excerpted material must be clearly and prominently identified as such, and the complete exhibit must be made available forthwith to interested parties, counsel, and/or the Court upon request and at the filer's expense (and must be available in the courtroom at any hearing pertaining to the matter). A Registered Filer who files excerpts of exhibits pursuant to this subparagraph may file additional excerpts or the complete exhibit with the Court at any time. Responding/opposing parties may timely file additional excerpts or the complete exhibit if they believe they are directly material.
4. Excerpts of exhibits may not be filed in connection with a matter to be heard on an expedited basis and the full exhibits must be filed with the motion, application, pleading, etc.
5. Any document that requires leave of the Court to be filed shall be attached as an exhibit to the motion requesting leave to file or requesting the Court to reopen the case.

H. Transcripts

Transcripts may be filed electronically by Registered Filers. Transcripts shall be available at the Clerk's Office for inspection only and not for copying, for a period of ninety (90) days after delivery to the Court. During the ninety (90) day period, any copy of the transcript must be obtained from the court reporter or transcriber at the rate established by the Judicial Conference, and an attorney who obtains the transcript from the reporter or transcriber may obtain remote electronic access to the transcript through the Court's CM/ECF System. After the ninety (90) day period has ended, the filed transcript will be available for inspection and copying in the Clerk's Office and for downloading from the Court's CM/ECF System through the judiciary's PACER system.

I. Hyperlinks

Electronically filed documents may contain the following types of hyperlinks:

1. Hyperlinks to other portions of the same document;
2. Hyperlinks to another document in the CM/ECF database of any Federal Court (see instructions on the Court's website, <http://www.wvsb.uscourts.gov>, under the heading, "For Attorneys & E-Filers"); and
3. Hyperlinks to a location on the Internet that contains a source document for a citation.

Hyperlinks to cite authority may not replace standard citation format. Complete citations must be included in the text of the filed document. Neither a hyperlink, nor any site to which it refers, shall be considered part of the records. Hyperlinks are simply convenient mechanisms for accessing material cited in a file document.

The Court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The Court accepts no responsibility for the availability or functionality of any hyperlink.

J. Privacy Requirements

All electronically filed documents must comply with the privacy protections of Rule 9037 of the Federal Rules of Bankruptcy Procedure. Instructions on how to redact information from an electronic document may be found on the Court's website, <http://www.wvsb.uscourts.gov>, under the heading, "For Attorneys & E-Filers".

K. Technical Failures

If a CM/ECF System failure occurs during the regular operating hours of the Clerk's Office, a party who is unable to electronically file documents shall contact the Clerk's Office to ascertain an alternative method of filing. If a CM/ECF System failure occurs outside of the regular operating hours of the Clerk's Office, a party who is unable to electronically file documents shall call the Clerk's office prior to 10:00 a.m. of the next business day to ascertain an alternative method of filing. In the event of a power failure or other situation which makes it impossible for the Clerk's Office or Registered Filer to access the internet, filings may be made using paper format. A Registered Filer whose filing is made untimely as the result of a technical failure may seek appropriate relief from the Court.

III. Electronic Service and Notice of Documents

A. Definitions

1. Rule 7004 Service refers to service pursuant to Rule 7004 of the Federal Rules of Bankruptcy Procedure.
2. Rule 7005 Service refers to service pursuant to Rule 7005 of the Federal Rules of Bankruptcy Procedure.

B. Service and Notice of Documents

1. When a pleading or other document is filed electronically, a *Notice of Electronic Filing* will be automatically generated by the CM/ECF System at the time of filing and sent electronically to the party filing the pleading or other document, as well as to all parties in the case who are Registered Filers in the CM/ECF System or have otherwise consented to electronic Rule 7005 Service or notice.
2. Participants in the CM/ECF System, by receiving a login and password from the Court, agree that the *Notice of Electronic Filing* constitutes Rule 7005 Service and notice of the filed document under the federal and local rules. Accordingly, if the filing party is a Registered Filer and has filed the document or pleading electronically, it is not necessary for the filing party to provide any additional Rule 7005 Service or notice with respect to those Registered Filers that received the *Notice of Electronic Filing* from the Clerk.
3. Parties not deemed to have consented to electronic Rule 7005 Service or notice are entitled to receive paper copies of electronically filed documents from the Registered Filer. The Rule 7005 Service or notice of such paper copies must be made according to the federal and local rules and must be accompanied by the appropriate certificate of service. The certificate of service may be electronically filed with the initial filing.
4. Registered Filers may use the “Mailing Information for a Case”, available from the CM/ECF System, under the headings “Utilities”, then “Miscellaneous”, then “Mailings”, to determine which parties have consented to electronic Rule 7005 Service or notice in a case.
5. The filing of a sealed document will produce a *Notice of Electronic Filing*; however, access to view the document will be restricted until the Court rules on the motion to seal and specifies what parties, if any, may have access to the sealed document. Therefore, any required service of the document prior to the Court’s ruling must be made by an alternate method.
6. Nothing contained herein shall eliminate the necessity of Rule 7004 Service in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure. The return of service may be filed electronically.

NOTE: The Court may sign, seal and issue a summons electronically, although a summons may not be served electronically. **Service of a summons and complaint filed in an adversary proceeding, a summons and involuntary petition, or a contested matter instituted pursuant to Rule 9014 of the Federal Rules of Bankruptcy Procedure shall be made pursuant to Rule 7004 of the Federal Rules of Bankruptcy Procedure.**

7. Certificates of service must state the manner in which service or notice was accomplished on each party so entitled, and may be filed together with the pleading under one document number, as provided in subparagraph II(G)(2).

IV. Consequences of Electronic Filing of Documents

A. Effect of Filing

Electronic transmission of a document to the CM/ECF System consistent with these rules, together with the transmission of a *Notice of Electronic Filing* from the Court constitutes:

1. Filing of the document for all purposes of the federal and local rules;
2. Entry of the document on the docket kept by the Clerk under the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure; and
3. Rule 7005 Service and notice under the Federal Rules of Civil Procedure and the Federal Rules of Bankruptcy Procedure to those Registered Filers who receive the *Notice of Electronic Filing*.

B. Official Record

When a document has been filed electronically, the official record is the electronic recording of the document as stored by the Court, and the filing party is bound by the document as filed. The Registered Filer must designate a title for the document by selecting the appropriate event title from the categories provided in the CM/ECF System. (The training manual lists the categories and events.) Once a document is submitted and becomes part of the case docket, corrections to the docket may be made only by the Clerk's Office.

C. Filing Deadlines

Filing a document electronically does not alter the filing deadline for that document. The deadline for filing, unless otherwise specifically set, is midnight of the due date (E.S.T.).

V. Exceptions to Electronic Filing (Conventional Filing)

The following shall not be filed electronically: (A) documents filed by non-registered attorneys, parties in interest, and pro se parties; and (B) trial/contested matter exhibits.

A. Documents Filed by Non-Registered and Pro Se Filers

Non-registered filers and parties without legal representation may file and serve documents in paper form in accordance with the federal and local rules. All paper filings will be scanned and converted to electronic (PDF) format by the Clerk. For this to be accomplished efficiently, the following should be observed:

1. Paper used must be of a 20 lb. weight to allow it to be readily scanned by a high speed scanner - no coated, heavy or curling paper, no onion skin;
2. No double-sided pages;
3. No staples or bindings;
4. No carbon copies;
5. No tabbed exhibits;
6. Documents must be letter size - 8-1/2 x 11 inches;
7. The left margin of the matrix must be approximately 1" from the left edge of the paper and all entries must be lined up with the left margin.
8. Typeface must be Arial, Courier, CG Times or Times New Roman Font, 12 point type.

B. Trial/Contested Matter Exhibits

Trial/contested matter exhibits shall be filed in paper form and not electronically unless specifically authorized by the Court. These documents will not be scanned and will not be available for viewing via the CM/ECF System. Trial/contested matter exhibits shall be submitted, maintained and exchanged outside of the CM/ECF System in a manner that comports with local and federal rules and any applicable pretrial or scheduling Order. Exhibit lists submitted prior to trial and/or final hearing in a contested matter may be filed electronically.

VI. Sealed Documents

A motion to file documents(s) under seal may be filed by paper or electronically. If the motion is filed electronically, it should not include the document(s) to be sealed. The document(s) to be sealed shall be filed using the CM/ECF event, “Sealed Document” to insure that access to the document(s) is restricted, pending the Court’s ruling on the motion to file document(s) under seal.

VII. Public Access to Electronic Records

A. PACER

For a fee, any person or organization may access electronically filed records at the Court’s internet site by obtaining a PACER login and password at the online site, <http://pacer.psc.uscourts.gov>, or by calling the PACER Service Center at 1-800-676-6856. Those who have PACER access but who are not Registered Filers may retrieve docket sheets and documents, but they may not file documents.

B. Motion to Limit Electronic Access

In connection with the filing of any material in an action assigned to the CM/ECF System, any person may apply by motion for an order limiting electronic access to or prohibiting the electronic filing of certain specifically identified materials on the grounds that such material is subject to privacy interests and that electronic access or electronic filing in the action is likely to prejudice those privacy interests.

C. Privacy Requirements

Information posted on the CM/ECF System must not be downloaded for uses inconsistent with the privacy requirements of federal law.

D. Public Access at the Court

The public may view electronic bankruptcy records at no charge in the Clerk’s Office. Electronic bankruptcy records can be viewed in the Clerk’s Office at the addresses listed below during the hours indicated. The divisional office schedule is available on the Court’s website, www.wvsb.uscourts.gov.

Robert C. Byrd U.S. Courthouse
300 Virginia Street East
Room 3200
Charleston, West Virginia 25301
304-347-3003
M - F 8:30 a.m. - 5:00 p.m.

Robert C. Byrd U.S. Courthouse
110 North Heber Street
Room 271
Beckley, West Virginia 25801
304-253-7402
M - F 8:30 a.m. - 5:00 p.m.

Sidney L. Christie U.S. Courthouse
845 Fifth Avenue
Room 336
Huntington, West Virginia 25701
304-525-0375
T, Th, and F 8:30 a.m. - 5:00 p.m.

Federal Courthouse
425 Juliana Street
Room 5116
Parkersburg, West Virginia 26101
304-420-6021
Days on which Bankruptcy Court hearings
or meetings of creditors are held
9:00 a.m. - 4:00 p.m.

E. Paper Copies and Certified/Exemplified Copies

Paper copies and Certified/Exemplified copies of electronically filed documents may be purchased at the Clerk's Office during regular business hours (see above) or by mailing a request to the Clerk's Office at the Charleston address above and designating the document(s) by title or docket number. If requesting through the mail, a self-addressed, stamped return envelope large enough to hold the requested documents and the proper fee must be provided for mailing of the copy work. The fee for copying, certification and/or exemplification will be in accordance with 28 U.S.C. § 1930. Current fees may be obtained by calling the Clerk's Office or from the Court's website, <http://www.wvsb.uscourts.gov>.