

**Please note: as of 2008, the requirements in
this Notice to Practitioners, dated 07/21/2000 are current**

**United States Bankruptcy Court
District of New Mexico**
Office of the Clerk
Albuquerque, New Mexico 87103-0546
505 -348 - 2500

July 21, 2000
Notice to Practitioners

**SCANNING:
Effective September 1, 2000**
(1) New Requirements for Form of Papers to be Filed
(2) File Non-Scannable Exhibits Separately

We are now able to scan virtually all papers filed so that their images may be viewed via hyperlinks on case docket sheets in the Advanced Court Engineering (ACE) system. We have been scanning all filed papers since June 15, 2000. Our programs do not yet allow us to scan proofs of claim.

(1) Requirements for documents to be filed: The scanning equipment we use works best to produce readable images when papers meet the following requirements, which will be effective September 1, 2000:

- a. Font size:** 10 points or larger
- b. Font type:** Professional business font types are preferred to more elaborate font types or script styles
- c. Paper size:** 8 ½" x 11"
- d. Printing:** Single-sided printing

If scanned image is not readable: The clerk will attempt to scan all 8 ½" X 11" single-sided documents. If the clerk confirms a customer's report that the resulting image is not readable, the court will enter an order giving the filer seven business days to either: (a) submit the item in a form which will result in a readable image with a cover sheet identifying it as "RESUBMISSION OF [TITLE OF PAPER]," or (b) submit a hard copy of the item with a cover sheet identifying it as "NON-SCANNABLE [TITLE OF PAPER]," with notice to the filer and service recipients. If a readable image or a hard copy is not submitted, the document will be deemed stricken. For assistance with preparing readily-imageable documents, contact the Clerk's Office.

(2) File non-scannable exhibits separately: Certain types of exhibits may not conform with the new requirements. Situations where the above requirements cannot be met include the following:

- Exhibits are 8 ½" x 14", or shorter than 11"
- Exhibits are double-sided
- Exhibits use a small font
- Exhibits contain bar codes
- Exhibits are a mixture of scannable and non-scannable documents

Because exhibits attached to documents filed with the court are rarely examined unless the matter proceeds to a hearing, practitioners are urged not to include exhibits unless otherwise necessary or directed.

Where exhibits have any of the above characteristics, practitioners should manually file a hard copy of the exhibits with a cover sheet as a separate pleading. The cover sheet should bear the heading, style and number of the case and the title:

NON-SCANNABLE
EXHIBITS TO [TITLE OF PAPER]

In accordance with the clerk's authority to determine the form of papers to be filed (see New Mexico Local Bankruptcy Rule 9004-1), the above requirements will be in effect starting September 1, 2000. You may wish to place this notice in section 2 of the Clerk's Practice and Procedure Guide for future reference.

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