U.S. Bankruptcy Court, District of Minnesota

Rule 9004-1. Required Form of Documents

(a) SIZE. All documents presented for filing, except trial exhibits, must be formatted to print on standard letter-size paper (8-1/2" x 11").

(b) SCANNING OF DOCUMENTS.

   (1) A document that is scanned must not be submitted for filing on the court's Electronic Case Filing System, except that the following types of documents may be scanned:

      (A) The signature page of a document bearing a wet ink signature of a non-attorney; or

      (B) An exhibit or attachment.

   (2) All documents created on the attorney's computer or using petition preparer software should be printed directly to portable document format (PDF).

[Effective April 15, 1997. Amended effective January 9, 2006; February 22, 2012; April 1, 2013; October 1, 2019; July 17, 2023.]

2023 Advisory Committee Notes

Local Rule 9004-1 was restyled. Former subsection (b) regarding proof of service, notice, or transmittal was removed because this language now appears in Local Rule 9036-1 with modifications. Former subsection (c) regarding facsimile transmission was removed as unnecessary. Refer to the court's website at www.mnb.uscourts.gov for filing guidance. Former subsection (d) regarding verifications was removed because the definition for "verification" in Local Rule 9001-1(g) was updated to note that a verification must be signed.

Renumbered subsection (b) was amended to clarify that a document that bears a wet ink signature of a non-attorney, an exhibit, or an attachment may be scanned. The general rule is that any document that is produced by an attorney on a computer or with petition preparer software should be printed directly to PDF and not scanned. Documents that are being filed to support a request to the court but that were not produced by an attorney, such as exhibits or attachments to a motion or application, may be scanned. The court's website provides instructions for how to print documents to PDF.