

UNITED STATES BANKRUPTCY COURT

NORTHERN DISTRICT OF OHIO

KEY TOWER, ROOM 3001

127 PUBLIC SQUARE

CLEVELAND, OHIO 44114 -1309

KENNETH J. HIRZ

CLERK OF COURT

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December 2, 2004

Registered ECF Bankruptcy Attorney

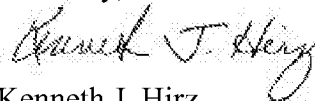
RE: Maintaining an E-mail Account

As a registered ECF attorney practicing in the Northern District of Ohio, you completed the Attorney Registration Form. In registering for ECF you are governed by General Order 02-2 In re: Provisions for Electronic Case Filing, which can be found on our web site at [www.ohnb.uscourts.gov](http://www.ohnb.uscourts.gov). General Order 02-2 establishes the governance of the Administrative Procedures Manual (APM) for filing, signing, verifying and service of documents by electronic means. Section II(D)(1) of the APM requires electronic service of notice in lieu of mail service, which makes it essential that all users enter their e-mail address in the ECF system. Our ECF files show that you have not entered a current e-mail address. This is in violation of the requirements of ECF and General Order 02-2.

Accordingly, you are hereby notified that you have thirty (30) days to correct this deficiency or face the deactivation of your log-in to the ECF system. In order to comply with the above requirements and enter your e-mail address in the system, upon entering the live system, click on Utilities, Maintain Your ECF Account, E-Mail information, and enter your "Primary e-mail address" in the appropriate box. It is also necessary to update this information in the event that your e-mail address or other identifying information changes. Should you require further direction, please contact Bill Kurtz, Chief Deputy Clerk, at [bill\\_kurtz@ohnb.uscourts.gov](mailto:bill_kurtz@ohnb.uscourts.gov) by January 3, 2005. Otherwise, your ECF account will be deactivated on January 4, 2005.

We look forward to continuing our electronic relationship and encourage you to comply within the above time frame. Future omissions of your e-mail account will automatically inactivate your account without warning.

Sincerely,



Kenneth J. Hirz