

**UNITED STATES BANKRUPTCY COURT**  
**SOUTHERN DISTRICT OF FLORIDA**  
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**In Re:**

**Administrative Order 2022-03**

**Amendment of Local Rule 5005-1 to Reflect  
Requirement For Submission of Electronically  
Filed Documents in Text-Searchable PDF Format**

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The Court finds it appropriate to require that documents created for filing in CM/ECF should be text-searchable. An amendment to Local Rule 5005-1(A) is required. Accordingly, effective **May 26, 2022**, it is **ORDERED** as follows:

1. Local Rule 5005-1(A) is amended by substituting the following as Interim Local Rule 5005-1(A) as follows:

*(A) General Requirements.*

- (1) Format. All documents must comply with the format requirements of the Bankruptcy Code, the Bankruptcy Rules and these rules. Documents filed or submitted in cases or proceedings shall be either filed electronically in PDF by a registered user, or filed in conventional paper format by non-registered users and then converted to PDF by the clerk. All PDF documents created for filing in CM/ECF, including proposed orders uploaded in the E-Orders program in CM/ECF, must be saved in a text-searchable format. A document is text-searchable when converted to PDF format directly from a word processing program using Adobe Acrobat, Windows PDF or other similar software. If a document in paper format is scanned into PDF format, the scanning software must have Optical Character Recognition (OCR) functionality enabled. Any exceptions to the requirement that a document be electronically filed by a registered user shall be set forth in the Clerk's Filing Instructions or in the court's "Guidelines for Preparing, Submitting and Servicing Orders".*
2. The "Clerk's Filing Instructions" and the "Court's Guidelines for Preparing, Submitting and Servicing Orders" shall be revised to reflect the Court's requirements for filing documents in text-searchable PDF format.
3. The Clerk is directed to update the electronic version of the Local Rules posted on the Court's website to reflect adoption of Interim Local Rule 5005-1 and to provide notice of entry of this Order and the revisions to the "Clerk's Filing Instructions" and the "Court's Guidelines for Preparing, Submitting and Servicing Orders".



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Laurel Myerson Isicoff  
Chief United States Bankruptcy Judge

c: All SD Bankruptcy Judges  
Joe Falzone, Clerk of Court