

**Office of the Clerk  
United States Bankruptcy Court  
Eastern District of California**

**Notice of Changes to Document Separator Sheet  
With Bar Coded Case Information**

Effective February 24, 2003, the following changes were made to the document separator sheet with bar coded case information submitted to the court by attorneys and trustees exempt from payment of the electronic public access (WebPACER) user fee:

1. The number of bar codes on the document separator sheet was reduced from two to one. As a result, total number of pages, hearing date, hearing time, and judicial department data entry fields are no longer needed and were removed from the USBC Document Separator Sheet Generator page.
2. Beginning February 24, 2003, document separator sheets with bar coded case information shall be printed on 'canary' yellow paper and placed behind the last page of the original document for filing.
3. The total number of pages filed with the 'canary' yellow document separator sheet shall be hand written in the upper left-hand corner of the first page of the document. The number shall include all index pages, divider sheets, blank pages, exhibits and other pages inserted in, or attached to, the document **except** the 'canary' yellow document separator sheet.
4. Single page reports and other single page documents routinely filed in large numbers by chapter 7 and chapter 13 trustees (for example, 341 Meeting Reports, chapter 7 trustee Reports of No Distribution, and Notices of Intent/Motions to Dismiss Case and Notices of Default filed by chapter 13 trustees) are exempt from the separator sheet requirement and may be submitted for filing without document separator sheets with bar coded case information.

For additional information and instructions, please see the USBC Separator Sheet Generator (link removed on 3/13/03, see revised notice dated 3/13/03).