

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF CALIFORNIA
OFFICE OF THE CLERK

Richard G. Heltzel
Clerk

NOTICE TO ATTORNEYS AND
PARTIES-IN-INTEREST

Effective December 22, 1998, attorneys and parties-in-interest may tender documents for filing with the Office of the Clerk, U.S. Bankruptcy Court, Fresno Division, by placing them in a document depository located outside the entrance to the Clerk's Office, Room 2656, Second Floor, U.S. Courthouse at 1130 "O" Street. The document depository is available for use while the building is open to the public, 6 a.m. until 5:30 p.m. Please file all documents in the Clerk's Office during normal operating hours, 9 a.m. until 4:00 p.m.

Instructions regarding the use of the depository are as follows:

All documents tendered for filing in the depository must be in compliance with all local rules, and the Federal Rules of Civil and Bankruptcy Procedure, as appropriate.

In order for your document to reflect the accurate date of filing, you must use the time/clock stamp machine, located in the top left slot of the depository, to "RECEIVED" stamp the back side of the last page of each original document and any accompanying copies.

The filed date of the document will be the same day as the received date unless the received date falls on a weekend or federal holiday. These procedures will apply only if the tendered document meets all other applicable rules and conditions.

After "RECEIVED" stamping all documents and copies, they must be placed in a sealed envelope and deposited in the Bankruptcy Court depository slot.

If you wish conformed copies returned, you must provide a self-addressed, stamped envelope or a routing slip for a runner service.

If you have any questions concerning the use of the depository, please contact Janet Sterling, Operations Coordinator, at (559) 498-7513.