

**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF WEST VIRGINIA**

IN RE:

RETURN OF EXHIBITS

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**GENERAL ORDER 12-02**

All exhibits presented at a trial or evidentiary hearing that are capable of being scanned and uploaded to CM/ECF become part of the Court's electronic record in the case. Should a notice of appeal be filed and records designated, the designated electronic records are transmitted to the appellate court without the need for counsel to file separate, paper copies.

Often, instead of returning the exhibits immediately after the trial or evidentiary hearing, the Court retains the paper copies of the exhibits for purposes of deliberation, or to ensure that all submitted exhibits are part of the Court's electronic case record. When the Court's deliberation is completed, when the exhibits become part of the electronic record, and when the applicable appeal period has expired, the Court no longer has a need to retain any submitted paper exhibit.

Therefore, the Bankruptcy Clerk's Office is authorized, in the Clerk's discretion, to: (1) mail the exhibits back to the submitting party or that party's attorney, or (2) send a letter to the submitting party and that party's attorney allowing a 30-day period to pick-up or otherwise arrange for the shipment of the submitted exhibits. If a submitting party fails to make adequate, timely arrangements for the transfer of the exhibits, the Clerk's Office is authorized to destroy the submitted exhibits.

  
Hon. Patrick M. Flatley (Date)  
Chief Judge, United States Bankruptcy Court, N.D.W. Va.