

Question: Document Retention [Raised at the Cleveland Town Hall meeting].

How long is the Declaration of Electronic Filing of Documents and Statement of Social Security Number required to be held at an attorneys office?

Answer: Can be found in the Electronic Case Filing (ECF) Administrative Procedures Manual found on the court's website at ECF & Case Info/Administrative Procedures Manual. This section reads as follows.

## **II. (B) (1) Signatures**

**Signature of Registered User.** All documents bearing the handwritten signature of the user, or the handwritten signature of any signer on whose behalf the user files such documents, shall be maintained by the user for a period of one year following the closing of the case. Filing a PDF document is required unless otherwise authorized, but accessing the ECF system and creating an entry on the docket in lieu of a PDF document filing, such as Trustee's Report of No Distribution, shall be deemed to be a document containing the signature of the attorney or other user whose login was utilized to access ECF.