

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE WESTERN DISTRICT OF VIRGINIA**

In re:	:	
	:	
STANDING ORDER REGARDING	:	
BANKRUPTCY NOTICING CENTER	:	Standing Order No. 26-1
SERVICE INTERRUPTION	:	
	:	
	:	

STANDING ORDER

The Court is advised that the Bankruptcy Noticing Center (“BNC”) is experiencing a nationwide service disruption that prevents it from transmitting notices and orders to parties in the ordinary course. The outage may also affect the ability to access the current creditors’ matrices through traditional means in the Court’s Case Management/Electronic Case Files (“CM/ECF”) system. Importantly, the service interruption does not affect Notices of Electronic Filing (“NEFs”) transmitted through the CM/ECF system, which continues to function normally.

Because the Court is unsure how long the outage may last, it finds that temporary procedures are necessary to ensure the continued administration of bankruptcy cases and adversary proceedings and that legally-sufficient notices are provided to the parties. Pursuant to 11 U.S.C. § 105(a), Rules 2002 and 9006 of the Federal Rules of Bankruptcy Procedure, and the Court’s authority to administer its docket, and subject in all respects to applicable statutes, rules, and due process, it is hereby **ORDERED** on this 16th day of October, 2026 that:

A. Applicability. This Order applies to bankruptcy cases and adversary proceedings pending in or commenced in this District while this Order remains effective. The Clerk shall continue to enter orders and generate official notices through CM/ECF to the extent available.

B. Supplemental Notice and Service Requirements During Outage. The obligations imposed by this Order extend to notices and orders ordinarily served by the Court through the BNC that are not transmitted as a result of the service interruption. It does not apply to notices transmitted through CM/ECF or to documents for which service is the responsibility of a party rather than the Court. Parties shall not presume that a document transmitted to the BNC for processing has been delivered. The Clerk may identify affected docket entries and issue instructions for corrective service. A party uncertain whether a notice was delivered shall promptly verify delivery or effectuate service and file an appropriate certificate.

1. **Commencement and §341 Meeting of Creditors Notices.** Unless noticed by the Chapter 13 Trustee below, in each chapter 13 bankruptcy case filed on or after October 16, 2026, the debtor shall promptly serve the official notice of commencement of the case and meeting of creditors under 11 U.S.C. § 341, including any accompanying notices and deadlines, upon all persons and entities entitled to receive it. Mailing must occur within 3 business days after the latter of the entry of this Order or the issuance of the official notice by the Clerk. The debtor shall serve the official notice generated or approved by the Clerk and shall not alter the meeting date or any deadline. Notwithstanding Rule 2002(a)(1), the debtor's social security number and any other federal taxpayer identification number may be limited on the notice to the last four digits. The Clerk shall provide a copy of the notice with the full social security number to any case Trustee so requesting. If the notice is unavailable, the debtor shall promptly request instructions from the Court. The debtor shall ensure that service is completed within the time required by the applicable Bankruptcy Rules or promptly seek appropriate relief from the Court. On Chapter 13 cases affected by the BNC outage filed before the entry of this Order, the Chapter 13 Trustee shall serve the notice of the commencement of the case and meeting of creditors under 11 U.S.C. § 341 described above.

In each chapter 7, 12, and 11 case filed on or after October 7, 2026, the debtor shall promptly serve the official notice of the commencement of the case and meeting of creditors under 11 U.S.C. §341, including all persons entitled to receive it. Mailing must occur within 3 business days after the latter of the entry of this Order or the issuance of the official notice by the Clerk.

2. **Discharge, Dismissal, Closing, and Final Decree.** Unless ordered otherwise, in cases other than those under Chapter 13 of the Bankruptcy Code, upon docketing of a discharge order, an order dismissing or closing a case, or a final decree, the debtor shall promptly distribute the order or official notice to all persons and entities entitled to notice, and file proof of such distribution. In Chapter 13 cases, the Chapter 13 Trustee shall provide notice of the discharge order, and any order dismissing or closing a case. The Clerk shall remain responsible for duties expressly imposed upon the Clerk by the Bankruptcy Rules, including Rules 4004(g) and 4006; the debtor's distribution under this paragraph is undertaken as a person designated by the Court to the extent legally permissible and does not relieve the Clerk of any nondelegable duty. The Court may direct a different noticing procedure in an individual case.

3. **Trustee's Final Report.** Each trustee shall service notice of the trustee's final report on all persons and entities entitled to notice.

4. **Requests for relief.** Any party filing a motion, application, plan, petition in a pending proceeding, or other request for relief shall serve the filed document and any notice of hearing, response or objection deadline, or other notice associated with the request upon every person or entity entitled to service or notice. If the Clerk or Court issues a separate hearing notice after the filing, the requesting party shall promptly serve that notice as well. This paragraph applies equally to requests filed in adversary proceedings, without modifying the service requirements governing summonses and complaints.

5. **Manner and proof of service.** All notice and service effectuated under this Order shall comply with the Bankruptcy Code, Federal Rules of Bankruptcy Procedure (including Rules 2002, 7004, and 9036, as applicable), Local Bankruptcy Rules, and orders entered in individual cases. Service by CM/ECF Notice of Electronic Filing is sufficient only for recipients for whom that method is authorized. All other recipients must be served by a legally permissible means. In all instances, a certificate of service shall be filed promptly, identifying the documents served, the date and method of service, and the names and addresses or authorized electronic destinations of recipients, or attaching a complete service list.

C. **Access to Creditors Matrix.** During the outage, access to the creditors matrix on CM/ECF may be impaired. Until it is resolved, parties may access the list of creditors and addresses in a case using the procedure in Attachment 1. The list of creditors obtained through this process does not include all interested parties to the case (including the debtor(s), trustee(s), or the United States Trustee). Parties are obligated to review the list to ensure that notice is provided to all appropriate parties and not solely those included on the list of creditors.

D. **Deadlines and Hearing Dates.** This Order does not extend, shorten, or alter any statutory or rule-based deadline or dispense with any required notice or service. All existing or scheduled hearings shall remain in effect unless otherwise ordered by the Court. No adverse action should be premised on a failure to respond to a notice whose legally sufficient delivery cannot be established.

E. Parties Seeking Additional Relief Due to the Outage. Any party affected by delayed or unsuccessful noticing may seek a continuance, additional notice, an extension where legally permitted, or other appropriate relief. Any such request must be made through an appropriate motion in the applicable bankruptcy case or proceeding. The motion shall identify the affected notice, explain how the failure to receive notice affected the party, and specify the relief requested. All such motions will be considered by the Court on a case-by-case basis in accordance with applicable law.

F. Self-Represented Parties and Chapter 7 Debtors. An unrepresented party or any debtor in a chapter 7 case who cannot practicably comply with this Order shall promptly request relief from the Court through a written motion. The submission of a motion does not automatically extend any deadline or continue any hearing. On motion or sua sponte, the Court may direct the Clerk, a trustee, or another appropriate person to provide notice or establish alternative procedures consistent with applicable law. Nothing in this Order authorizes the Clerk to provide legal advice.

G. Implementation and Termination. The Clerk may publish ministerial implementation instructions consistent with this Order. This Order takes effect immediately and remains in effect until further order.

Dated: October 16, 2026

A handwritten signature in black ink, appearing to read "Paul M. Black", written over a horizontal line.

Paul M. Black
CHIEF UNITED STATES BANKRUPTCY JUDGE

ATTACHMENT 1

Accessing the List of Creditors in CM/ECF:

1. Select “Query” from the top menu in CM/ECF.
2. Input the case number and select the “Run Query” button.
3. Select the “Creditor” link.
4. The next screen will ask what Creditor type that you are searching. You may leave the “Creditor type” selection blank and select “Run Query” to list all creditors.
5. The next screen will display the list of the creditors and addresses to assist with service.

Please note this list only includes creditors and does not contain other parties in interest, including but not limited to, any debtor, trustee, or the U.S. Trustee.