

# ATTORNEY SUBMISSION OF PROPOSED ECF ORDERS

Submission of proposed orders using the special ecf orders e-mail addresses will be replaced by the following process of submitting orders using the ECF system. The order must be submitted in PDF format and the upper right hand corner (4 ½ inches from the right hand margin and 3 inches from the top) should be blank as this is where the judge's electronic signature will be placed. If using this process to submit your proposed order, please do not also submit the order on paper. For the time being, you may continue to submit orders on paper in lieu of using this process if you so desire. Please do not do both.

To submit an order for signature by the judge on the ECF system, follow these steps:

1. If submitting an order that rules on a motion or other matter in the main case, select Bankruptcy Events. If the order rules on a motion or other matter in an Adversary Proceeding, you must select Adversary Events.
2. Select Order Upload.
3. Select Upload Single (Upload Sua Sponte is to be selected only if the order does not relate to a filing, such as a stipulated order which embodies the stipulation and as a result, there is no other document.)
4. The case number must include the office number and case type such as 2-03-bk-1234 or 2-02-ap-789. If uploading an order in an adversary, you must select Upload Order under the

## Upload a Single Order

Case Number  Example: 99 12345, 1:99 bk 12345 or 1 99 bk 12345

5. Adversary Event menu.  
A Related Document Number is required. You cannot submit an order using Upload Single Order without the related document number. If there is a related document, but you do not know the number, you may click on next, without inputting a number, and you will be able to search for the related document in the same manner as during the filing process. If there is no related document number, the order must be submitted using the Upload Sua Sponte option (See number 10 below). An order granting a motion for relief from the automatic stay, even though it must not be submitted until after the certificate of service and no objection is filed (do

not use the Order Upload feature to submit the proposed order when filing the motion for relief from stay), should be related to the motion and not to the certificate of service and no objection.

### Upload a Single Order

[2:03-bk-12345-RTB SON T. NGUYEN and SON VO.](#)

**Related Document Number**  Enter the document number of the related matter for which the order is being submitted

Note: If you don't know the related document number, click on Next to continue.

**Upload a Single Order**

Select the category to which your event relates:

Type  
answer  
appeal  
claims  
emp  
court  
misc  
motion  
notice  
order

Filed  to

Documents  to

6. Select the Order Type. Attached is a Glossary that lists for each order type some of the more common orders. This list is not all inclusive and if the order you are submitting is not listed, then you must use your best judgment in selecting a category. Please do not call the court as there is no one person there that can determine the order type for you. Please note that Orders for Relief From Stay, if no objection has been filed, has its own type and those orders should be uploaded using that type.

Order Type

Hearing Date

File to Upload

Notes

Note: You can only upload orders that are prepared using the Courier, Helvetica, or Times New Roman font (reg

- Stay Relief Orders with No Objections
- Lodged in Advance of Hearing
- Other Bar Date Order / Default Judgment
- Order Setting / Vacating / Rescheduling Hearing
- Post Hearing Orders
- No Hearing Required
- Emergency Orders
- Order to Employ Professionals
- Dismissal / Reinstatement / Reopen Orders
- Deposit / Withdrawals from Registry Funds

7. Insert Hearing Date if the submitted order relates to a matter that has been heard or has been set for hearing.

8. Use the Browse box to upload your PDF order. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to PDF, your order should be prepared using the Courier, Helvetica or Times New Roman font (Regular, bold, italic and bold italic). If you use Adobe Acrobat Writer version 5, your order should be prepared using the Arial, Courier or Times New Roman font (Regular, bold, italic and bold italic).
9. Click on Next. The next screen will provide a receipt showing the order has been successfully uploaded into ECF. No entry is made on the docket. The submitted order is routed to the judge's chambers for electronic signature.
10. If using Upload Sua Sponte (only works in Internet Explorer, not working in Netscape) because there is no related document, in addition to selecting an Order Type, inputting the case number in the proper format as stated above, and inputting a hearing date, if applicable, you must also select an Order Description. Please, in all cases, select only Attorney Order for the Order Description.

**Upload a Sua Sponte Order**

Order Type:

Order Description:

Hearing Date:  Example: 03/19/2003 or 03/19/03

Case Number:  Example: 99-12345, 1:99-bk-12345 or 1:99-bk-12345

11. Order Query. The status of any order submitted using the Order Upload feature, may be checked using the Order Query option under the Reports Menu. After an order is submitted through Order Upload, the order will appear on the Order Query Report until such time as the Order is signed by the judge. After the order is signed, it will no longer appear on the Order Query Report. If the order you submitted is not on the Order Query Report and is not on the case docket, it is in the process of being docketed and should be available on the docket by the

**Upload a Single Order**

Case Number: 1:03-00001-JMM

Case Name: GREGORY JOHN REMPTER and JANN M. REMPTER

Related Document Number: 1

Related Document Description: Chapter 7 Voluntary Petition

Order Type:

Hearing Date:  Example: 11/2/2003 or 11/2/03

File to Upload:

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12. Conformed Copy of Order. You may obtain a copy of the order from the ECF docket after it has been docketed. If you have set up your e-mail notification in ECF, you will receive an e-mail notification of the docketing of the order. Please remember that, pursuant to Local Bankruptcy Rule 9022-1, it remains the responsibility of the person who submitted the order to give notice of the signed order.
13. Pdf format. Orders must be in pdf format to be uploaded into ECF. If you have created the order in a word processing application, the order should be directly converted to pdf format using Adobe Acrobat Writer. Please do not print the order to paper and then scan the order (unless, of course, you are uploading an order someone else prepared, such as a stipulated order, then you have no choice but to scan the order.)