Attorney Submission of Proposed CM/ECF Order Instructions

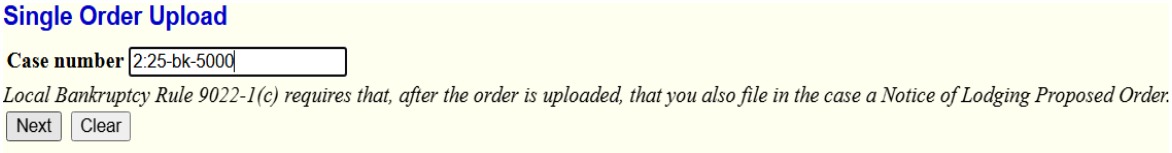
Proposed orders must be submitted in PDF format and the upper-right hand corner (4½ inches from the right-hand margin and 3 inches from the top) should be blank as this is where the judge's electronic signature will be placed. If the order was created using word processing application, the order should be converted to pdf format. Do not print the order to paper and then scan the order (unless you are uploading an order someone else prepared, such as a stipulated order). Orders should not be submitted on paper, unless instructed to do so.

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

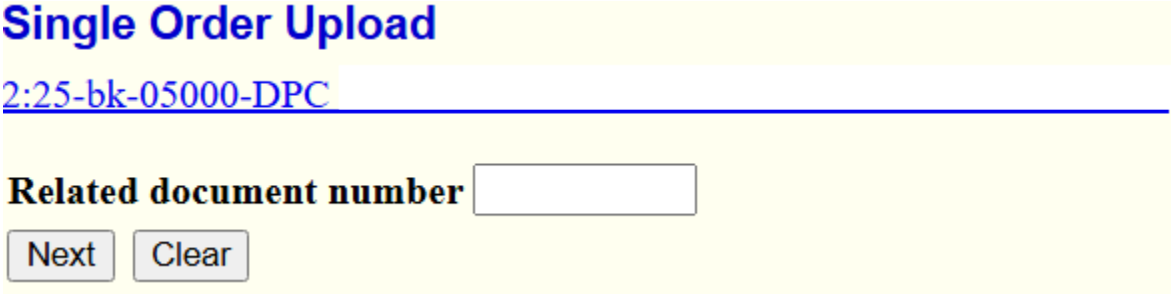
1. If submitting an order that rules on a motion or other matter in the bankruptcy case (main case) or adversary proceeding, select either **Bankruptcy or Adversary** event as appropriate.

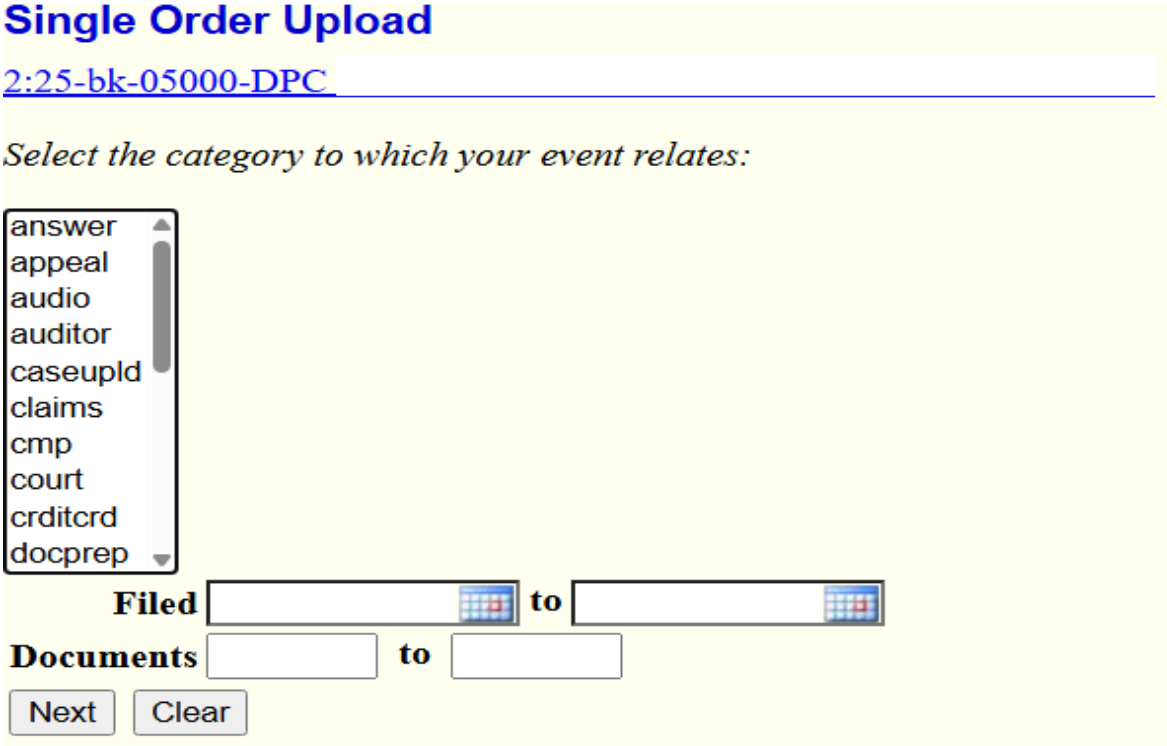
2. Select **Single Order Upload**. (**Sua Sponte Order Upload** should only be selected if the order does not relate to a filing such as a stipulated order.)

3. Enter the case number.

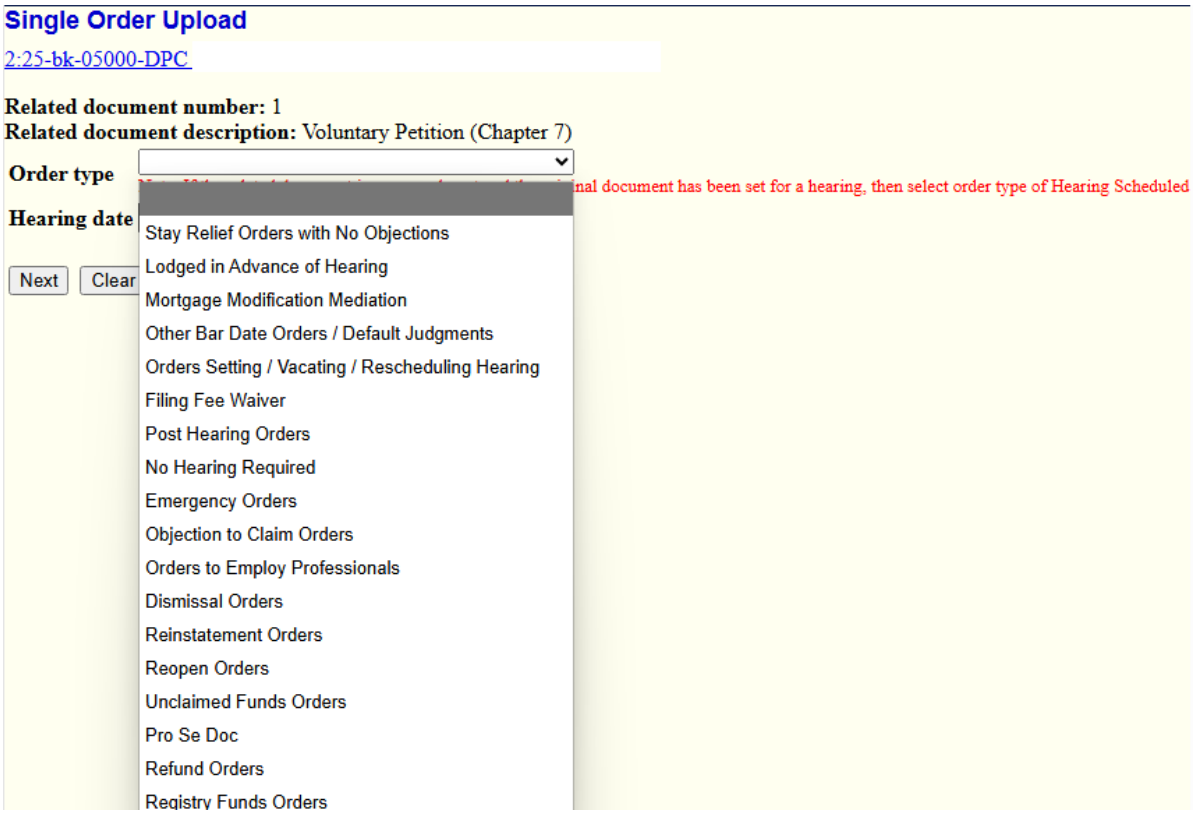


4. A **Related Document Number** is required. You cannot submit an order using **Single Order Upload** without the related document number. If there is a related document, but you do not know the number, you may click on **Next**, without inputting a related number, and you will be able to search for the related document in the same manner as during the filing process. If there is no related document, the order must be submitted using the **Sua Sponte Order Upload** option. (See No. 10 below.) An order granting a motion for relief from the automatic stay must not be submitted until after the certificate of service and no objection is filed. The order granting relief from the automatic stay should be related to the motion and not the certificate of service and no objection. **Do not** use the **Order Upload** event to submit the proposed order when filing the motion for relief from stay.





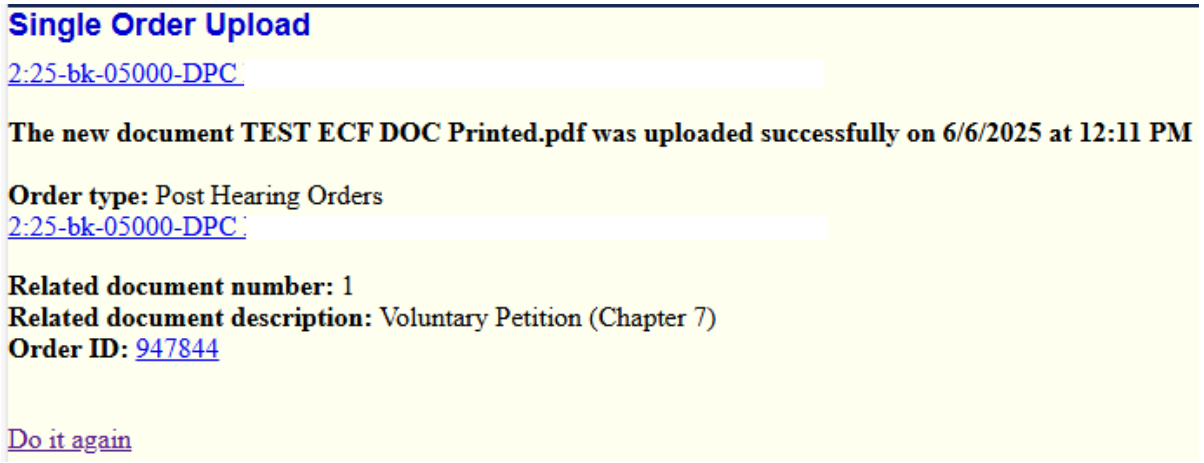
5. Select the **Order Type**. A **Glossary of Events by Category** is available for review on the court's website that lists for each order type some of the more common orders. This list is not all inclusive and if the order you are submitting is not listed, then you must use your best judgment in selecting a category. Please do not call the court as there is no one person that can determine the order type for you. Please note that orders for relief from stay, if no objection has been filed, have their own type and should be uploaded using that specific order type (Stay Relief Orders with No Objections).



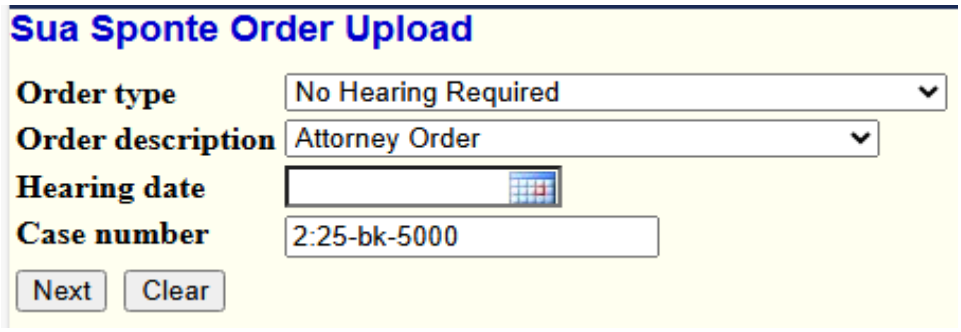
6. Insert **Hearing Date** if the submitted order relates to a matter that has been heard or has been set for hearing.

7. Choose file to upload.

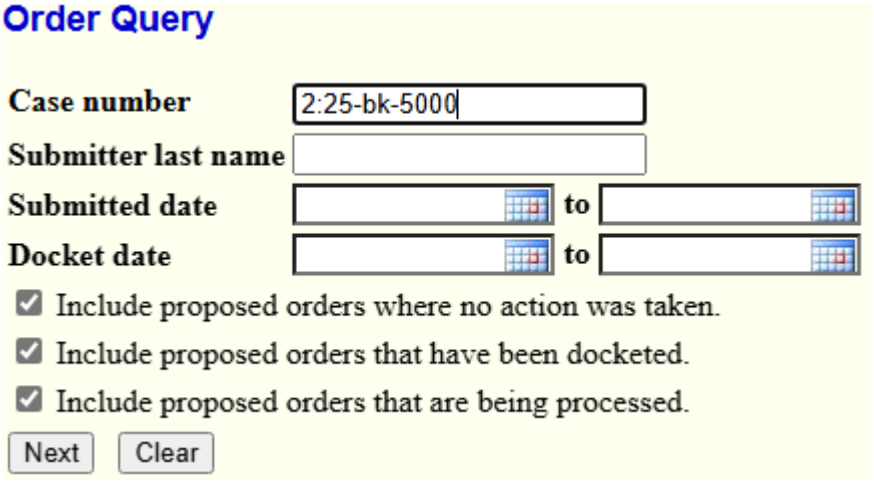
8. Click **Next**. The next screen will provide a receipt showing the order has been successfully uploaded into CM/ECF. No entry is made on the docket. The submitted order is routed to the judge's chambers for an electronic signature.



9. If using **Sua Sponte Order Upload** because there is no related document, select an **Order Type** and an **Order Description**. Enter a hearing date, if applicable and the case number.



10. **Order Query**. The status of any order submitted using **Order Upload** may be checked using the **Order Query** option under the **Reports** menu. Select **Reports**. Click on **Order Query**, enter the **Case Number** or enter the **Submitter Last Name**.



11. **Notice of Lodging Judgment or Order**. Local Bankruptcy Rule 9022-1(b) provides that "[i]mmediately after electronically submitting the proposed judgment or order into the ECF system, the submitting attorney or case trustee shall also electronically file on the case docket a Notice of Lodging the Judgment or Order with the proposed judgment or order attached."

12. **Conformed Copy of Order**. You may obtain a copy of the order from the CM/ECF docket after it has been docketed. If you have set up your e-mail notification in CM/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.