

Submission of Proposed Orders

Format of Proposed Order:

Proposed orders may be submitted to the Court through CM/ECF. **All orders submitted through CM/ECF must be formatted as follows:**

- ◆ 4 inch margin (i.e., 4 inches of “white space”) from the top of the first page of the proposed order.
- ◆ The proposed order **should not** contain a judge’s signature line/block.

After logging into CM/ECF the user proceeds as follows:

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM/ECF Main Menu. **(See Figure 1)**



Figure 1

STEP 2 The Bankruptcy Events screen will display. (See Figure 2)



Figure 2

- ◆ Click the Order Upload hyperlink.

STEP 3 The Order Upload menu will display. (See Figure 3)

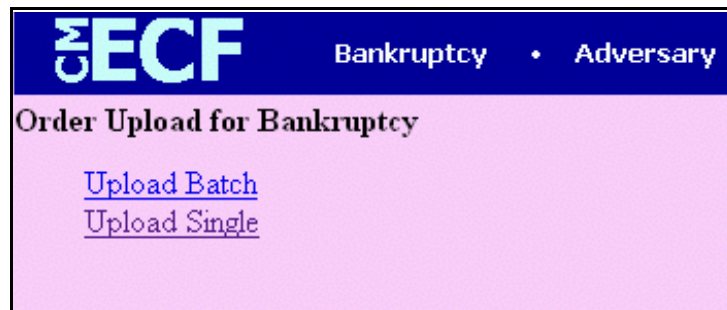


Figure 3

- ◆ Click the Upload Single hyperlink.

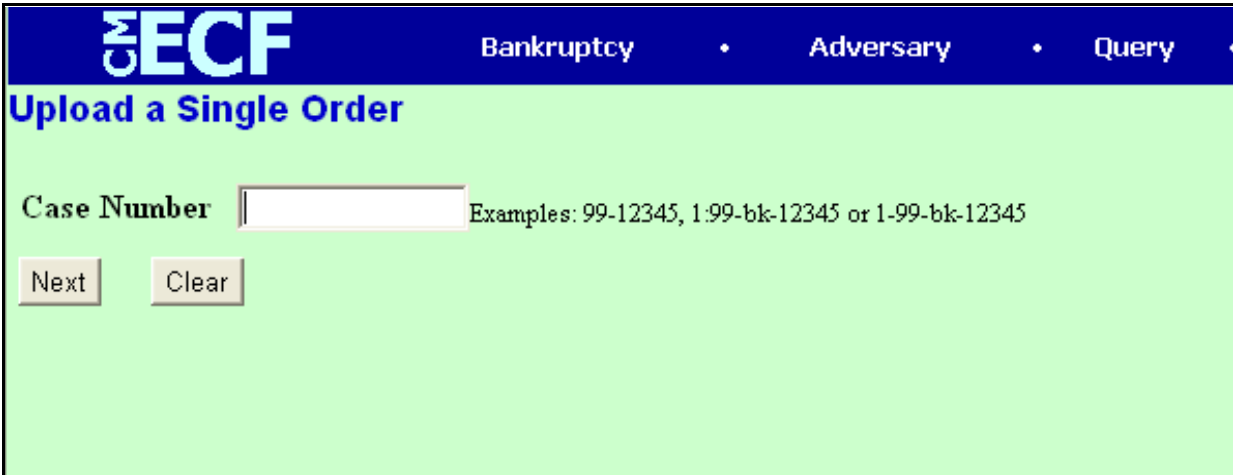
STEP 4 The Case Number screen displays. (See Figure 4)The screenshot shows the ECF web interface. At the top, there is a blue navigation bar with the ECF logo on the left and the words "Bankruptcy", "Adversary", and "Query" on the right, separated by dots. Below the navigation bar, the page title "Upload a Single Order" is displayed in blue. The main content area has a light green background. It features a "Case Number" label followed by a text input field. To the right of the input field, there is a note: "Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear".

Figure 4

- ◆ Enter the case number, including the hyphen.
- ◆ Click **[Next]**.


STEP 5 The Related Document screen will display. (See Figure 5)The screenshot shows the ECF web interface. At the top, there is a blue navigation bar with the ECF logo on the left and the words "Bankruptcy", "Adversary", "Query", and "Reports" on the right, separated by dots. Below the navigation bar, the page title "Upload a Single Order" is displayed in blue. The main content area has a light green background. It features a link: "3:03-bk-30040 Joseph Wayne Tester3 and Sarah Lynn Tester3". Below the link, there is a "Related Document Number" label followed by a text input field. To the right of the input field, there is a note: "Enter the document number of the related matter for which the order is being submitted." Below the input field, there is a note: "Note: If you don't know the related document number, click on Next to continue." Below the note, there are two buttons: "Next" and "Clear".

Figure 5

- ◆ If you know the document number that the proposed order is being submitted for, enter it in the prompt box available and proceed with STEP 8. Otherwise, click **[Next]**.

STEP 6 The Category Selection screen will now display. (See **Figure 6**)

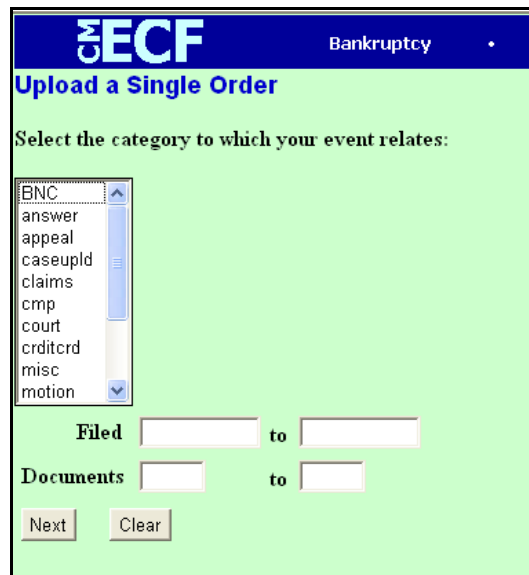


Figure 6

- ◆ Select the category that the proposed order relates to; generally this will be the “motion” category. You may enter a “Filed” date range or a “Document” number range to assist in the search. Click **[Next]**.

STEP 7 The Related Document screen for the category specified will display. (See **Figure 7**)



Figure 7

- ◆ Select the appropriate related document by checking the corresponding box; click **[Next]**.

NOTE: If an agreed order that does not relate to an existing document is being submitted, you will need to select the Bankruptcy Petition for a bankruptcy case or the Adversary Complaint for an adversary proceeding.

STEP 8 The Order Upload screen will display. (See Figure 8)

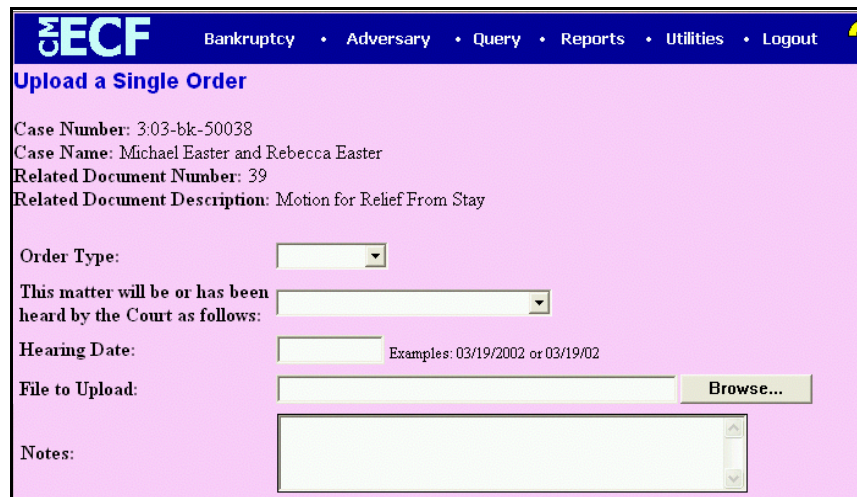


Figure 8

- ◆ Confirm the case number, case name, related document number, and related document description at the top of the screen.
- ◆ Select the appropriate order type from the drop-down menu. (See Figure 8a).

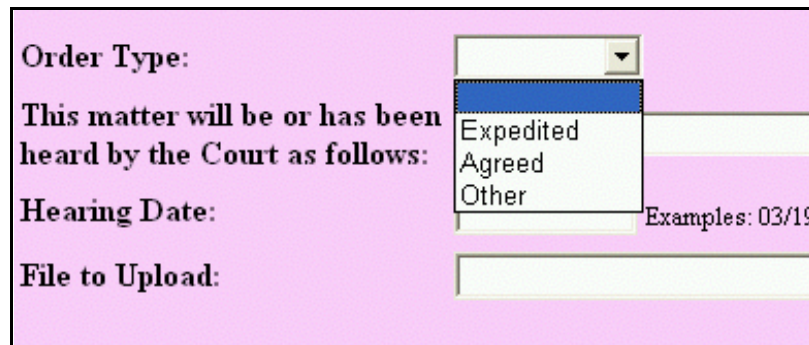


Figure 8a

- ◆ Select the appropriate Hearing information with regard to this Order. (See Figure 8b)



Figure 8b

NOTE: If *Scheduled Hearing* or *Hearing Already Held* is selected, you need to enter the hearing date information.

- ◆ Click [**Browse**] in the *File to Upload* section. Navigate to the directory where the appropriate PDF file is located.

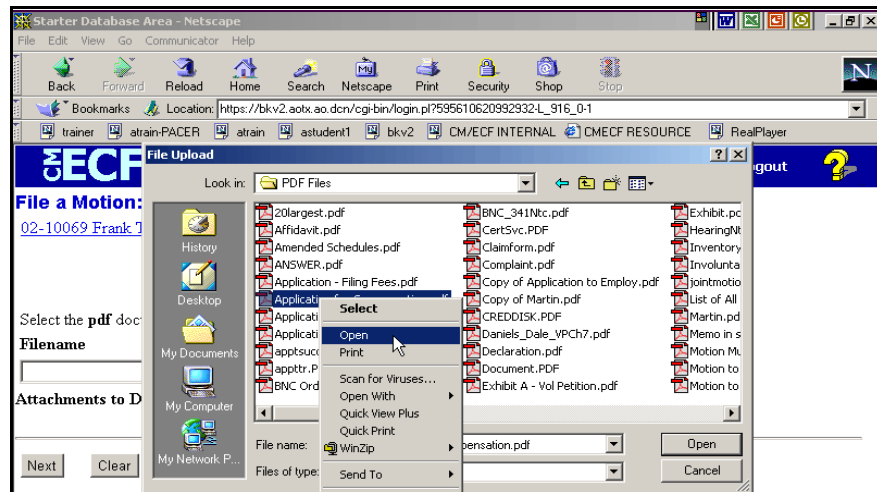


Figure 8b

- To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See **Figure 8b**.)
- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close the Adobe application if that is the correct file, click **[Open]** on the FILE UPLOAD dialogue box. (See **Figure 8c**.)

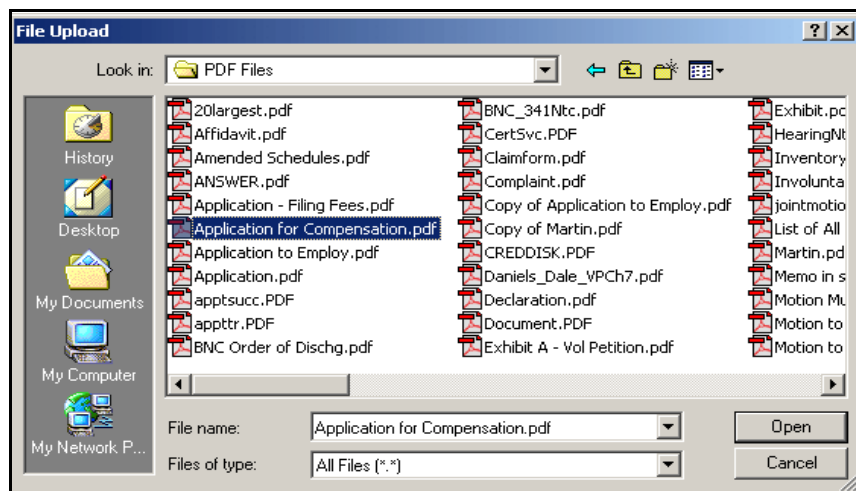


Figure 8c

- ◆ The **File to Upload** box will now show the pathway to the PDF file.
- ◆ Review the information on the Order Upload screen. **Once you click Next you will not have an opportunity to modify your submission.**
- ◆ Click **[Next]**.

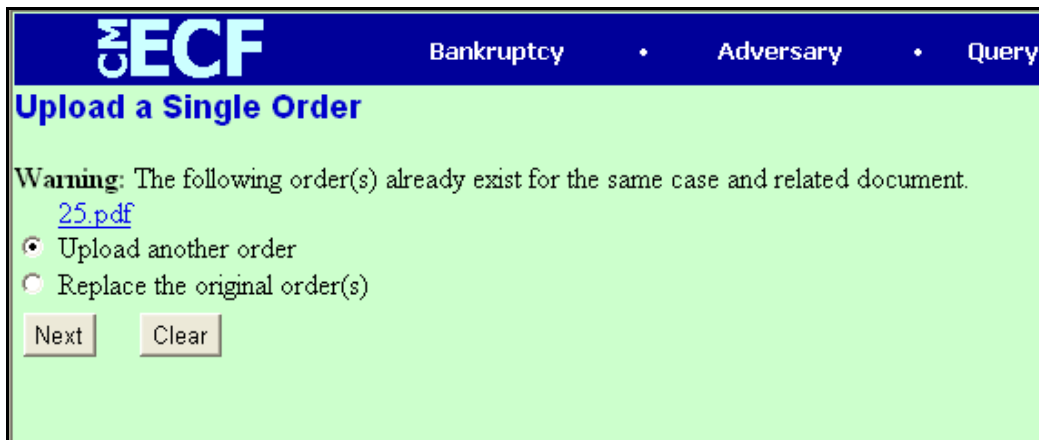
STEP 9 The Upload Confirmation screen will display. (See **Figure 9**)

- ◆ You may view the PDF by clicking on the **PDF number hyperlink** to verify you have uploaded the correct order to the case.

Uploading an Additional or Replacement Order ²

In some instances an order may need to be replaced or a second order created. For example, after a hearing the judge may ask both attorneys to submit revised orders. The attorney submitting the original proposed order would replace his/her submission with the revised order, and the other attorney would upload another proposed order. However, an order cannot be replaced if the original order has been routed to the Judge. If this is the case, the system will let you know the order cannot be replaced at this time. **An external filer cannot replace an order uploaded by a different filer.**

The process of replacing an order is the same as uploading the order as previously described. However, after selecting the document number a warning screen appears letting you know an order already exists for the document and giving you the option to create a new order or replace the existing order. (See Figure 9)



The screenshot shows the ECF system interface. At the top, there is a blue header with the ECF logo and navigation links for Bankruptcy, Adversary, and Query. Below the header, the page title is "Upload a Single Order". A warning message states: "Warning: The following order(s) already exist for the same case and related document." Below this, a link "25.pdf" is displayed. Two radio button options are provided: "Upload another order" (which is selected) and "Replace the original order(s)". At the bottom of the form, there are two buttons: "Next" and "Clear".

Figure 9

² Procedures outlined in this section are from E-Orders Version 2.0 User's Guide, July 2003 Edition; United States Bankruptcy Court, Western District of Texas.

Choose to **Upload another order** or **Replace the original order(s)** by clicking on the radio button next to your selection, then click **[Next]**.

The same screen as **Figure 8** will appear. Follow the steps outlined in **Step 8** to upload an additional or replacement order. You will get a confirmation screen like the one in **Figure 9** to let you know the process was completed successfully.

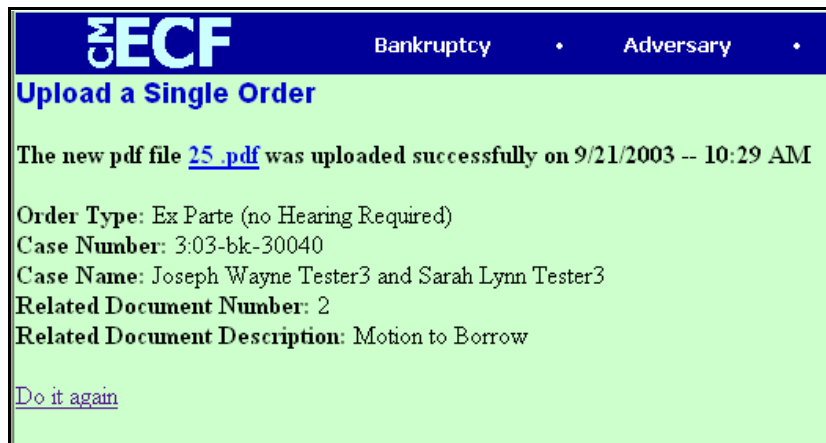


Figure 9