

E-Orders

Important Information from the Bankruptcy Court for the Middle District of Alabama

Colleagues--in an effort to streamline our Electronic Case Filing (ECF) processes, the Bankruptcy Court for the Middle District of Alabama is implementing a new procedure for uploading proposed orders. The procedure is called E-Orders and will be available for use beginning Monday, August 1, 2011.

E-Orders is a web-based application allowing attorneys and trustees to upload proposed orders directly into ECF as opposed to the current practice of e-mailing proposed orders to the judges. It allows users the ability to check the status of submitted orders.

We encourage all of you to begin using E-Orders as soon as possible after August 1. From August 1 to September 1, the Court will allow orders to be submitted using both the current e-mail method or the new E-Orders method. However, beginning on September 1, all proposed orders must be submitted using E-Orders.

The process for uploading orders using E-Orders is fairly straight-forward. After logging into ECF, simply click Bankruptcy>Order Upload. Please note the first page of your proposed order must have a four-inch top margin and be formatted in PDF. Word and WordPerfect templates are available on our webpage at <http://www.almb.uscourts.gov/forms/index.html>. Please take the time to review the attached user's guide for more details and instructions.

If you have questions or comments regarding this change, please call us at 334 954-3800.

Regards,
JC Guerrero

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