E-Orders
Guidelines and Procedures

United States Bankruptcy Court
Middle District of Alabama

Contents

Introduction

E-Orders is a web-based application originally developed by the United States Bankruptcy Court, Western District of Texas that is now fully integrated into CM/ECF. It allows attorneys and trustees to upload proposed orders directly into CM/ECF while providing judges and court staff the ability to quickly review, route, sign and docket such orders. Additionally, E-Orders allows attorneys and trustees to check the status of submitted orders.

The United States Bankruptcy Court for the Middle District of Alabama will begin implementation of E-Orders on August 1, 2011.

Types of Orders That May be Submitted Using E-Orders

E-Orders should be used to submit any uncontested proposed orders.

Technical Requirements

Orders may only be uploaded in PDF or PDF/A format, and must contain a ".pdf" extension. No security should be applied to the PDF file. It is highly recommended that orders be created using a word processing application such as Word or WordPerfect and saved to PDF rather than scanning a printed copy of the document. This not only makes the order more legible, but also results in a text-searchable document.

Formatting Requirements (see Attachment 1 for sample order)

1. The top margin on the first page must be four (4) inches. All other pages of the order should have a top margin of one (1) inch.
2. To assist the court in verifying that the entire body of the submitted order has been properly transmitted, the last line in the order must consist of "###END OF ORDER###" which is centered in the middle of the page to indicate that the order is completed. Any signatures and/or attachments will be placed below this line.
3. Do not include a line for the date and signature of the judge. Approved orders will be signed and dated electronically by the judge in the space provided at the top of the first page.
4. All orders shall indicate the name of the attorney drafting the order, the law firm, mailing address and phone number for the firm, and an active hyperlink to the remitter's email address. This information shall be included on the order below the "###END OF ORDER###" line.
5. A statement should be included identifying all parties consenting to the proposed order.
6. If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties' names and addresses may be included on the order below the "###END OF ORDER###" line.

Step-by-Step Upload Procedures

Prepare the order to be submitted using the technical and formatting specifications listed above.
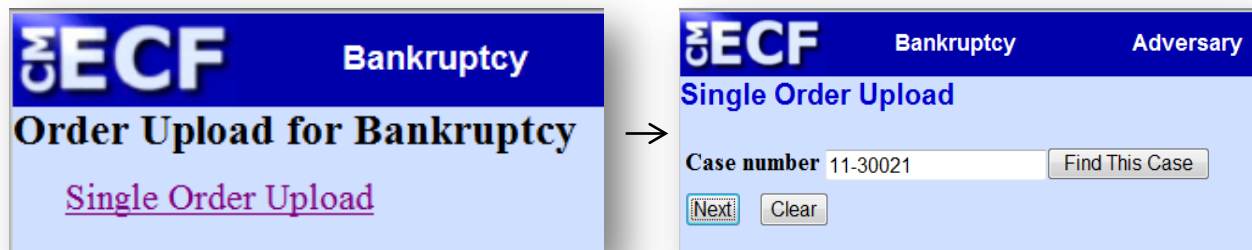
1. Login to CM/ECF and click **Bankruptcy>Order Upload**.

   * For orders to be uploaded into adversary cases, click **Adversary>Order Upload**.
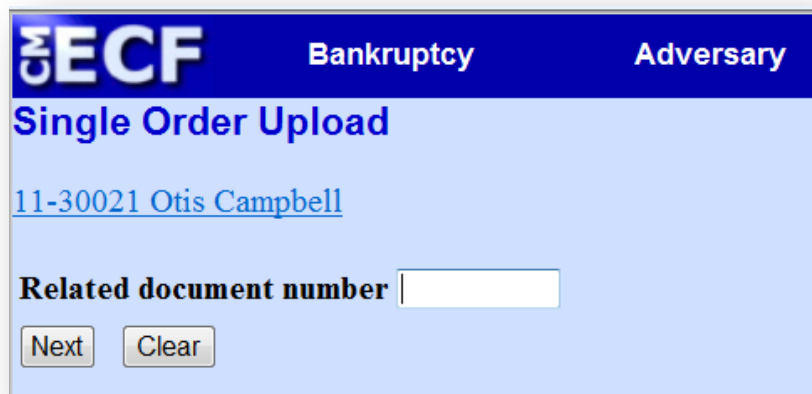

2. Click **Single Order Upload**.

3. Enter the **Case Number** and click **Next**.

4. If you know the related document number (motion) to which the order refers, enter the document number, click **Next** and skip to Step 6.

   If you do <u>not</u> know the related document number, leave the box blank and click **Next**.

5. Select the category to which the order relates. Your selection will almost always be motion. You can further narrow your search results by entering a filed date range and/or a document number range. Dates must be entered in the following format: mm/dd/yyyy. After you have made your selections click **Next**.

A search results screen displays. Check the box next to the matter to which your order relates and click **Next**.

If you have previously submitted an order on the same case and motion, see section on *Replacing an Uploaded Order / Uploading an Additional Order*.

6. Select an Order Type from the drop-down list and click **Next**. The Order Type selections are:
   - Agreed Order
   - Hearing Held
   - Hearing Scheduled
   - Other

If you select Hearing Held or Hearing Scheduled as the Order Type, you **must** make an entry in the Hearing Date field.

7. Enter the path and filename of the proposed order PDF file or click the Browse button to locate and select the file. Click **Next**.

8. A Submission Confirmation screen appears. You can view the uploaded PDF by clicking the Order ID hyperlink.

Replacing an Uploaded Order / Uploading an Additional Order

In some instances an uploaded order may need to be replaced or a second order uploaded. For example, a judge might direct an attorney to submit a revised order. The process of replacing an order or uploading an additional order is essentially the same as the upload process described above:

1. After the related document number screen (step 4 above), if an order has previously been submitted on the same motion, the following screen will appear:

2. Check the appropriate radio button (Upload another or replace the order) and click **Next**.

If you are replacing an existing order, you must check the box next to the order to be replaced.
An order cannot be replaced if the original order has already been routed to the Judge.
An attorney filer cannot replace an order uploaded by another attorney.

Checking the Status of a Submitted Order

The status of proposed orders uploaded into ECF can easily be checked by generating an Order Query from the ECF report menu.

1. Click **Reports>Order Query**.

2. Enter case number and any optional parameters, and click **Next**.

Check *Include proposed orders where no action was taken* to display replaced or rejected orders.

Check *Include proposed orders that have been docketed* to display orders that have been signed and docketed.

Check *Include proposed orders that are being processed* to display orders that have been submitted and are awaiting review, signature and entry.

3. The report will list all pending orders that match the search parameter.

If the status of the order is "Being Processed", the electronic order was received and is currently under review.
To see if an order in process has been signed, but not docketed, click the order number hyperlink to view the order.
Signed orders will include a signature image and court seal at the top of page 1 of the order (See Attachment 2).

Defective Orders

If a proposed order is found by the court to be defective, an e-mail will be sent to the submitting party. The defective order e-mail may instruct the attorney to resubmit the order via the E-Order program. To resubmit, click on **Bankruptcy>Order Upload>Single Order Upload**, enter the same case number and related document number, and select replace the order. For more detailed information, see section on *Replacing an Uploaded Order*.

How to Set Margins in Word

Word 2007 / 2010

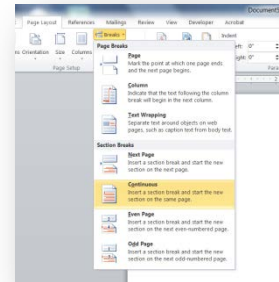*To set the top margin of the first page of your proposed order to 4 inches:*

1. Place the cursor at the top of the first page (Ctrl+Home).
2. Click **Page Layout>Margins>Custom Margins**.
3. In the Page Setup Window, type "4" into the Top Margin input box.
4. Click **OK**.
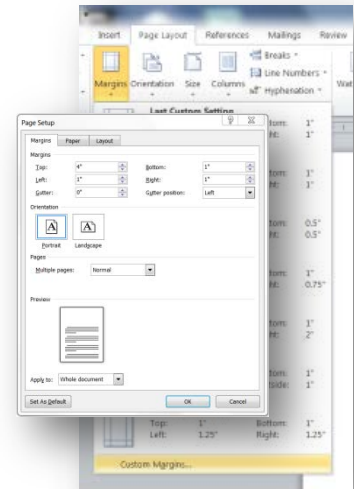
To set the top margin of all other pages to 1 inch:

Method 1:

1. Insert a continuous section break.
   a. Click **Page Layout>Breaks>Continuous**.
2. Change the top margin to 1 inch.
   a. Click **Page Layout>Margins**
   b. Select desired setting with 1 inch top margin (Normal, Narrow, Moderate, etc.) or set with custom margin.

Method 2:

1. At least one line down from the top of Page 1, place cursor before or after any text in the order.
2. Click **Page Layout>Margins>Custom Margins**.
3. In the Page Setup Window, change the top margin to 1 inch.
4. Select "This point forward" from the Apply to selection box.
5. Click **OK**.
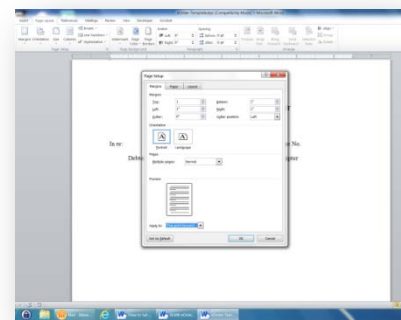
To download a preformatted Word order template with a 4" top margin on the first page, go to the ALMB Forms page located at http://www.almb.uscourts.gov/forms/index.html.

How to Set Margins in WordPerfect

WordPerfect (any Windows version)

To set the top margin of the first page of your proposed order to 4 inches:

1. Click **Format>Margins** in the toolbar or press **Ctrl+F8**.
2. A new window will open with the four margins listed (Left, Right, Top, and Bottom) with a default of 1".
3. Type "4" into the Top margin input box.
4. Click **OK**.

To set the top margin of all other pages to 1 inch:

1. On second page of document, repeat steps 1-4 above, but change top margin to 1".
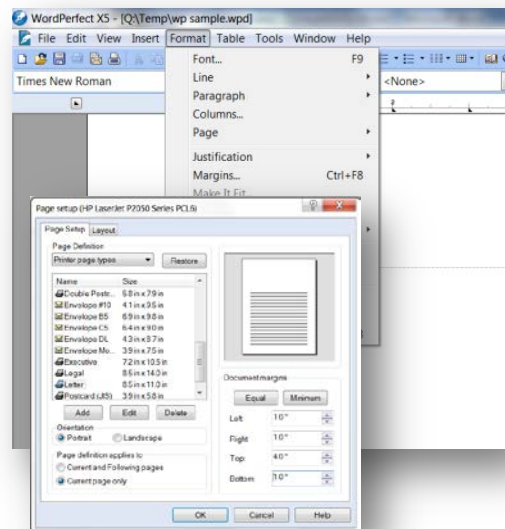
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4 Inch Top Margin

UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA

In re:

JOHN DOE,   Chapter 13
                                                             Case No. 11-39999-DHW

         Debtor

Consent Order Conditionally Denying Relief from Automatic Stay

         This matter having come before the Court upon notice and hearing on the Motion for Relief from Stay filed by Creditor, Inc., and the parties having announced settlement in this matter, it is hereby ORDERED as follows:

1. The Debtor shall continue to make direct payments to Creditor, Inc.
2. The Motion for Relief from Stay filed by Creditor, Inc. is hereby conditionally denied.

###END OF ORDER###

This order was reviewed and agreed to by counsel for debtor and Trustee.

Order Drafted by:
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