U.S. Bankruptcy Court
Middle District of Alabama

E-Orders
Guidelines and Procedures

Contents

Introduction

The e-Orders program 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 orders. The program also allowing attorneys and trustees the ability to check the status of submitted orders.

Types of Orders That May be Submitted Using E-Orders

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

Technical Requirements

Orders must be uploaded in PDF or PDF/A format and must contain the .pdf extension. Do not apply security to the PDF file. We recommend the orders be created using Word or WordPerfect and saved to the PDF format rather than scanning a printed copy of the document. This makes the order more legible and results in a text-searchable document.

Formatting Requirements (See Attachment 1 for a sample order)

1. The top margin on the first page must be 4 inches. All other pages of the order should have a 1-inch top margin.

2. The last line in the order must read ###END OF ORDER###. This must be centered on the page to show the order is complete. 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. The judge will sign and date approved orders electronically in the space provided at the top of the first page.

4. All orders shall include 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** ###END OF ORDER###.

5. Include a statement identifying all parties who have consented to the proposed order.

6. Below ###END OF ORDER###, list the names and address of the parties to whom the order should be sent.
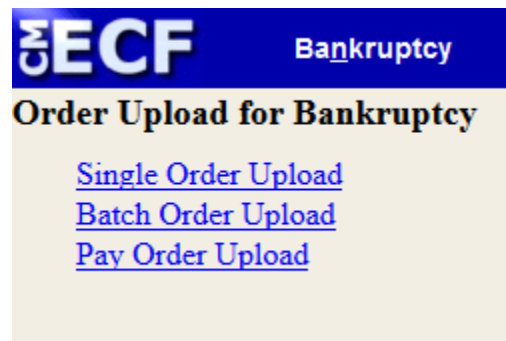
Step-by-Step Upload Procedures

Prepare the order to be submitted using the technical and formatting specifications listed above.

1. Login to CM/ECF and click **Bankruptcy>Order Upload**.
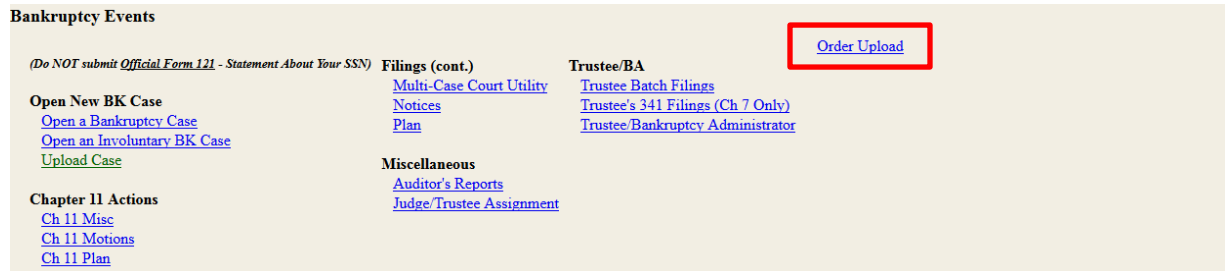
* For orders to be uploaded into adversary cases, click **Adversary>Order Upload**.

2. Click **Single Order Upload**.

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

4. Enter the related document number to which the order refers. Click **Next** and skip to Step 6.

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

5. Select the category **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**.

Single Order Upload to BANKRUPTCY Case

17-32117   Ima Debtor

Select the category to which your event relates:

```
court
crditcrd
finmgt
misc
motion
notice
order
plan
trustee
utility
```

Filed		to		

Documents [ ] to [ ]

[Next]   [Clear]

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

Single Order Upload to BANKRUPTCY Case

17-32117 Ima Debtor

Select the appropriate event to which your event relates:

☑ 07/25/2017 2 Application to Pay Filing Fee in Installments filed by Debtor Lawyer   on behalf of Ima Debtor   . (Debtor Lawyer) *(Terminated)*

[Next]   [Clear]

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
   - Suspense (14-day obj)
   - Suspense (21-day obj)
   - Suspense (30-day obj)
   - Suspense (60-day obj)
   - Other

Single Order Upload to BANKRUPTCY Case

17-32117 Ima Debtor

Related document number: 2
Related document description: Application to Pay Filing Fees in Installments

Order type ⌄
Note: If the related document is an amendment and the original document has been set for a hearing, then select order type of Hearing Scheduled.

Hearing date [   ] 🔳 [   ] 🕐

Notes [   ]

Form [   ] ⌄

[Next] [Clear]

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

7. Click the Browse button to locate and select the file. Click **Next**.

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

Replacing an Uploaded Order / Uploading an Additional Order

In some instances you may need to replace an order or you may need to upload a second order. For example, the judge might direct you to upload 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 step 4 above, if an order has previously been submitted the system will prompt you to either upload another order or replace the order.

2. Check the appropriate radio button to either upload another order 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.
> No filer can replace an order uploaded by another filer.

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 the 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, or entry.

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

    > If the status of the order is listed as 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 the court determines a proposed order is defective, an e-mail will be sent to the submitting party. The 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(s). For more detailed information, see the section on Replacing an Uploaded Order.
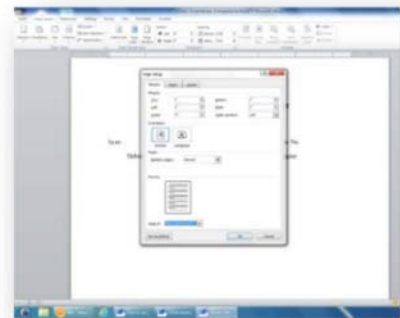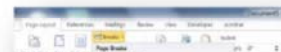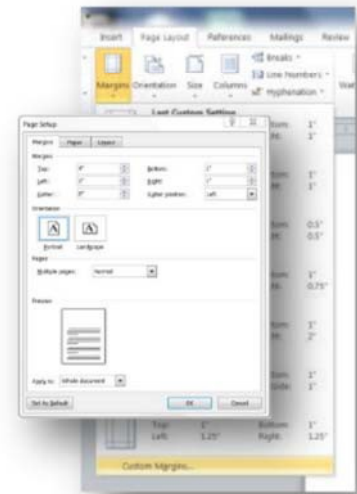
How to Set Margins in Word

Word

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

1. Place the cursor at the top of the first page.
2. Click **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:

1. Insert a continuous section break.
   a. Click **Layout>Breaks>Continuous**.
2. Change the top margin to 1 inch.
   a. Click **Layout>Margins>Custom Margins**
   b. In the Page Setup Window, type 1 into the top margin input box.

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 do the following:
1. Click **Format>Margins** in the toolbar or press **Ctrl+F8**.
2. A new window will open with four margins listed (left, right, top, and bottom). The default margin will be 1.0.
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 the second page of the document, repeat steps 1 to 4 above, but change the top margin to 1".
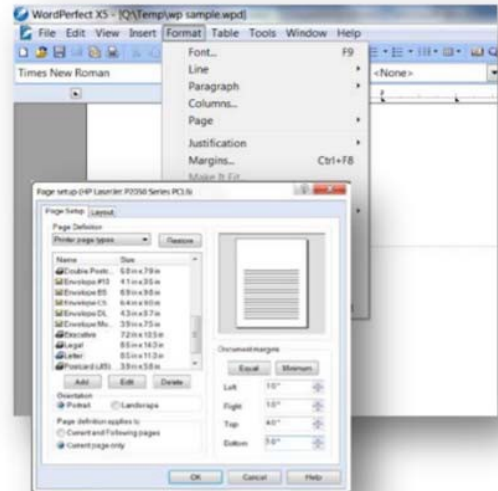
Sample Order

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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