

DECLARATION IN SUPPORT OF ENTRY OF ORDER – LOCAL FORM 5

Utilize this document when you submit local form 5 – declaration in support of entry of order which is a docket text entry.

1. To submit the [Local Form 5](#), please look for the “Miscellaneous/Other” item under the “Filings” menu.



2. Select “Declaration in Support of Entry of Order – Docket Text Local Form 5” from the list of events.

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
<ul style="list-style-type: none">Cover SheetCreditor Matrix- Debtor Use OnlyDebtor's Rebuttal of Presumption of Abuse DeclarationDeclaration About Individual Debtor's SchedulesDeclaration In Support of Entry of Order (Local Form 5)Declaration Under Penalty of PerjuryDeclaration in Support of Entry of Order - Docket Text Local Form 5Declaration of Exemption from Means TestDeclaration re: Electronic Filing (Local Form 1)Disclosure of Compensation of Attorney for DebtorDisclosure of Compensation of Bankruptcy Petition Preparer (Form 2800)Documents (generic)Employee Income Records/ Payment Advices for Debtor	<ul style="list-style-type: none">Declaration in Support of Entry of Order - Docket Text

3. Select your name from the list of Parties.

Miscellaneous:

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y
Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST, AwBAact5, AwBAact6

When searching for an United States agency, enter **United States** in the Last Name block, and select **United States Attorney** as the representing attorney. Call 334-954-3853 or -3859 for assistance.

Select the Party:

Bankruptcy Administrator, [Bankruptcy Admin.]
Dike, Shelley [Debtor]
Special Counsel Name, [Attorney]

[Add/Create New Party](#)

Next Clear

4. After hitting next above, you will be sent to this page that provides the date you are filing the declaration – click “Next”:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out

Docket Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/30/2024 Associated Cases

Miscellaneous:

Type: bk Chapter: 13 v Office: 1 (Dothan)
Assets: y Debtor disposition: Dismissed for failure to make plan payments
Case Flag: PlnDue, AwCAact25, CounDue, DebtEd, AwTRact4,

Date filed 12/30/2024

Next Clear

5. The next screen will ask you to relate the document to an existing event in ECF. Select “motion” from the dropdown list and click “Next.”

Miscellaneous:



Type: bk

Chapter: 13 v

Office: 2 (Montgomery)

Assets: y

Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST, AwBAact5, AwBAact6

Select the category to which your event relates.

- court ▲
- crditcrd
- finmgt
- misc
- motion**
- notice
- order
- plan
- trustee
- utility ▼

Next

Clear

6. The system will show you a list of motions filed in the case. Select the appropriate motion that relates to the notice you received. Only select the motion related to the notice. This will relate Local Form 5 to the correct motion. Click ‘Next.’

Miscellaneous:

[Redacted]

Type: bk Chapter: 13 v Office: 2 (Montgomery)
Assets: y
Case Flag: AwCAact26, AwCAact25, DebtEd, FeeDueINST, AwBAact5, AwBAact6

Select the appropriate event(s) to which your event relates:

- 01/03/2024 2 Application to Pay Filing Fee in Installments filed by [Redacted]
- 09/19/2024 7 Rule 9007-1(f) Application to Employ Professional Persons Pursuant to 11 USC 327 Special Counsel Name. filed by Special Counsel Name. Responses due by 10/13/2024. (Attachments: # 1 Affidavit Special Counsel Affidavit) [Redacted]
- 09/20/2024 8 Rule 9007-1(f) Application to Approve Attorney Fees and Expenses for Special Counsel Name, Special Counsel, Period: 5/1/2024 to 9/20/2024, Fee: \$5000, Expenses: \$500. filed by Special Counsel Name. Responses due by 10/14/2024. [Redacted]
- 09/20/2024 9 Rule 9007-1(f) Motion to Approve Compromise or Settlement . filed by Special Counsel Name. Responses due by 10/14/2024. [Redacted]

7. Click “Next” acknowledging no physical form is required:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help What's New Log Out [Redacted]

Desk Sheet Claims Register List of Creditors Deadlines/Hearings Calendar Events 12/30/2024 Associated Cases

[Redacted]

Type: bk Chapter: 13 v Office: 1 (Dothan)
Assets: y Debtor disposition: Dismissed for failure to make plan payments
Case Flag: PlnDue, AwCAact25, CounDue, DebtEd, AwTRact4. [Redacted]

Local Form 5 is now a docket entry so no physical form is required.

8. On the next page, select “Special Counsel:”

The screenshot shows the CM/ECF Case Management System interface. The top navigation bar includes the CM/ECF logo and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, What's New, and Log Out. Below the navigation bar are several utility icons: Docket Sheet, Claims Register, List of Creditors, Deadlines/Hearings, Calendar Events (set to 12/30/2024), and Associated Cases. The main content area is titled "Miscellaneous:" and contains the following case information:

- Type: bk
- Assets: y
- Chapter: 13 v
- Debtor disposition: Dismissed for failure to make plan payments
- Office: 1 (Dothan)
- Case Flag: PlnDue, AwCAact25, CounDue, DebtEd, AwTRact4, [Redacted]

Below the case information, there is a section titled "What is your role in the court?" with a dropdown menu currently set to "special counsel". At the bottom of this section are "Next" and "Clear" buttons.

9. Click “Next on the following two screens to complete the filing process. You shouldn’t have to make any changes to the docket text to complete the filing.

This screenshot shows the same CM/ECF Case Management System interface as the previous one, but with a text box containing a declaration. The case information is identical. The text box contains the following text:

I declare under penalty of perjury that: I am a licensed attorney and special counsel in this case; I filed the related document and properly served it on all necessary parties as required by Fed. R. Bankr. P. 7004 and 2002(g), as applicable, and as set forth in the Local Rules; and as of the date hereof, I have received no answer, objection, or other responsive pleading and no written opposition has been filed of record. filed by [Redacted]

At the bottom of the text box are "Next" and "Clear" buttons.

10. Click “Next” on the following page to submit and file the declaration as a docket text:

The screenshot shows the CM/ECF bankruptcy court system interface. At the top, there is a navigation bar with the CM/ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, What's New, and Log Out. Below the navigation bar, there are several icons and links: Docket Sheet, Claims Register, List of Creditors, Deadlines/Hearings, Calendar Events, a date field showing 12/30/2024, and Associated Cases. The main content area is titled "Miscellaneous:" and contains a form with the following fields:

Type: bk	Chapter: 13 v	Office: 1 (Dothan)
Assets: y	Debtor disposition: Dismissed for failure to make plan payments	
Case Flag: PlnDue, AwCAact25, CounDue, DebtEd, AwTRact4, DISMISSED		

Below the form, there is a section titled "Docket Text: Final Text" with a text area containing the following declaration:

I declare under penalty of perjury that: I am a licensed attorney and special counsel in this case; I filed the related document and properly served it on all necessary parties as required by Fed. R. Bankr. P. 7004 and 2002(g), as applicable, and as set forth in the Local Rules; and as of the date hereof, I have received no answer, objection, or other responsive pleading and no written opposition has been filed of record. filed by [REDACTED]

Below the text area, there is a "WARNING !!!" section with the following text:

Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

At the bottom of the form, there are two buttons: "Next" and "Clear".

Filing an E-Order

Please file the E-Order based on the procedures in our court's [E-Orders Guide](#). The order should be filed and related to the original motion you filed.