

Case Management

**CM / ECF**

Electronic Case Files

## NOTICE TO ATTORNEYS PRACTICING IN THE BANKRUPTCY COURT - WESTERN DISTRICT OF MICHIGAN

To further streamline procedures for granting relief, the United States Bankruptcy Court for the Western District of Michigan will be making changes to its procedures for the submission of proposed orders. Beginning **May 19, 2014**, proposed orders requesting approval by the Court (except those listed below) must be electronically uploaded directly into the E-Orders program<sup>1</sup> by e-filers; they will no longer be electronically filed on the Court's docket and will not appear as a separate docket entry.

This change does not excuse counsel from including a copy of a proposed order as an exhibit to any motion in conformance with LBR 9013(c)(1)(B), nor does compliance with LBR 9013(c)(1)(B) constitute compliance with this procedure change.

This procedure change will **not** apply to the submission of proposed orders regarding the following matters; proposed orders regarding these matters should **not** be uploaded to the E-Orders program:

1. Applications for payment of filing fees in installments;
2. Applications for waiver of Chapter 7 filing fee;
3. Reaffirmation agreements;
4. Motions to defer entry of discharge;
5. Abandonment of property by trustee;
6. Writs of garnishment and executions;
7. Text orders of confirmation or dismissal;
8. Permitting pleadings or other documents to be filed conventionally

The attached User Guides and Guidelines outline the steps for uploading proposed orders and checking their status. If you have questions or need further assistance, please contact us by telephone at (616) 456-2693, by email at [ecfhelpdeskmiwb@miwb.uscourts.gov](mailto:ecfhelpdeskmiwb@miwb.uscourts.gov) or visit our website at [www.miwb.uscourts.gov](http://www.miwb.uscourts.gov) and select "Live Chat."

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<sup>1</sup> E-Orders is a module incorporated into CM/ECF to upload and process proposed orders.