

How to Upload a Proposed Order to the E-Order Program

This process provides step-by-step instructions on how to upload a proposed order to the E-Order program.

- STEP 1** Click the [Bankruptcy](#) hypertext link on the CM-ECF Main Menu.
- STEP 2** The **BANKRUPTCY EVENTS** screen displays.
- ◆ Click on the [Order Upload](#) hyperlink.
- STEP 3** The **ORDER UPLOAD** screen displays.
- ◆ Click on the [Single Order Upload](#) hyperlink.
- STEP 4** The **CASE NUMBER** screen displays.
- ◆ Enter the case number in yy-nnnnn format, including the hyphen.
 - ◆ Click the **[Next]** button to continue.
- STEP 5** The **RELATED EVENT** screen displays next.
- ◆ Enter the related document number. If you do not have the related document number available, leave the field blank and click the **[Next]** button. If you know the related document number, proceed to step 6.
 - ◆ Select the appropriate category to which your event relates. You may select multiple categories if you are unsure which category to choose. You accomplish this by holding down the control key on your keyboard and using the mouse to click on each category. Click [Next](#).
 - ◆ Select the appropriate event to which your proposed order relates by placing a check mark in the event box.
 - ◆ Click **[Next]**.
- NOTE:** If a proposed order relating to the same document has been previously uploaded, you will receive a warning message and will be presented with two options:
1. **Upload another order** – this allows you to upload an additional order.
 2. **Replace the order** – this option allows you to replace the previously uploaded proposed order. Be sure to click on the Order ID to view the previously uploaded proposed order to ensure you are replacing the correct order. After viewing the previously uploaded order for accuracy, select the order and click [Next](#).

STEP 6 The **ORDER TYPE** screen displays.

- ◆ Select the Order Type from the dropdown list. If you select Hearing Held as the order type, enter the date and time that the hearing was held.
- ◆ Click [**Next**].

STEP 7 The **PDF DOCUMENT** screen displays.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.

NOTE: Always open the PDF file before it is attached to ensure the correct image will be submitted for filing.

- ◆ If you have attachments, click the **Yes** radio button to the right of the **Attachments to Document** prompt to attach any supporting documents. If you do not have attachments, click the **No** radio button, click **Next** and proceed to Step 9.
- ◆ Click [**Next**].

STEP 8 The **ATTACHMENTS TO DOCUMENT** screen displays.

- ◆ Click **Browse**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
- ◆ Highlight the file. Then right click with your mouse and select **open** to verify the contents of the document. If correct, double-click the PDF file to select it or click on the **Open** button to attach the PDF file to the case.
- ◆ Select either a Category from the dropdown list **OR** type a brief description to describe the supporting document being uploaded as an attachment.
- ◆ Click the **Add to List** button. If you have additional supporting documents, go through this 3-step process until you have all of the necessary attachments uploaded to the **Add to List** field.
- ◆ Click [**Next**].

STEP 9 The **CONFIRMATION** screen displays.

- ◆ Once the process is complete, the confirmation page details the case number, the case name, the related document number and description, and the order ID. **No separate Notice of Electronic Filing will be generated and transmitted to Electronic Filers.**