

NextGen CM/ECF User Guide

E-Order Guidelines

This guide will assist you in preparing and submitting proposed orders requesting approval by the Court. If proposed orders are submitted that do not follow these guidelines, you will be contacted by a member of the judge's staff. Repeated failure to follow these guidelines will be referred to the Judge.

- All proposed orders requesting approval by the Court (except those orders specifically excluded – see below) **MUST** be uploaded directly into the E-Orders program. No action will be taken on proposed orders that are electronically filed on the Court's docket.
- All proposed orders **MUST** be submitted in PDF format. The preferred method for creating the PDF is to print an existing word processing document to a PDF. A PDF created by scanning may not process successfully.
- The last page **MUST** have a minimum 2" blank bottom margin.
- The page size **MUST** be EXACTLY 8.5" by 11."
- The following fonts are acceptable:
 - Arial, Courier, Helvetica or Times New Roman (regular, bold, italic or bold italic). Proposed orders submitted with other fonts may not upload successfully.
- **"End of Order"** should be centered in the middle of the page as the last line of the body of the proposed order to indicate the order is complete.
- The name of the attorney who prepared the proposed order, the name of his/her law firm, mailing address and telephone number should be included after the body of the proposed order but above the 2" bottom margin.
- Proposed orders should not:
 - contain a signature block for the judge or a line for the date;
 - contain any blank fields (current federal judgment interest rates can be found on the following website under U.S. government securities, Treasury constant maturities, 1-year: <http://federalreserve.gov/releases/h15/current>);
 - include page numbers or your file references/numbers;
 - be captioned as "proposed" order.
- If a proposed order contains a future hearing date, please contact the appropriate chamber's calendar clerk to confirm the date, time and location for the hearing.
- To determine the status of a proposed order you submitted, query the E-Order program through CM/ECF (see procedure for How to Check the Status of a Proposed Order).
 - You will not be able to query proposed orders submitted by other parties.
 - Please allow at least one week after submission before contacting the Court.

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- Unless your order is of an urgent nature, you are not required to advise the Court that a proposed order has been uploaded.
- Proposed orders requesting *ex parte* relief, should be uploaded to the E-Order program at the same time the motion requesting such relief is filed on the Court's docket.
- Stipulated proposed orders may be uploaded at any time. However, a proposed order for approval of a stipulation should be uploaded to the E-Order program at the same time the stipulation is filed on the Court's docket.
- Proposed orders that the Court directs parties to prepare after announcing its decision in open court should be uploaded after the hearing.
- Proposed orders for matters done on notice and opportunity to object should be uploaded to the E-Order program after the expiration of the objection period and at the same time the Affidavit/Certificate of No Objection is filed on the Court's docket pursuant to LBR 9013(c)(2). This 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.

PROPOSED ORDERS EXCLUDED FROM THE E-ORDER PROGRAM

These procedures do **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:

- Applications for payment of filing fees in installments;
- Applications for waiver of Chapter 7 filing fee;
- Reaffirmation agreements;
- Writs of garnishment and executions;
- Permitting pleadings or other documents to be filed conventionally