

UNITED STATES BANKRUPTCY COURT
DISTRICT OF ARIZONA

ANNOUNCEMENT REGARDING
SUBMISSION OF ORDERS ELECTRONICALLY USING THE ECF SYSTEM

A new feature is now available in the ECF system. This feature is the ability to upload, in pdf format, proposed orders directly into ECF. Orders uploaded into ECF can then be electronically routed to and signed by the judge, without the need to print any paper. This new feature is called E-Orders and it is now available to all attorney and trustee ECF filers who may start using it immediately. The attached instructions provide step by step guidance on how to upload orders into ECF.

Uploading proposed orders into the ECF system is intended to eventually replace the current process by which proposed orders are e-mailed to the court using the special ecforders e-mail addresses. These e-mail addresses will continue to be available to allow users sufficient time to transition to the new ECF Order Upload. No date to eliminate the special ecforders e-mail addresses has been set. Please submit an order through either the ECF Order Upload or the e-mail address, but do not use both to submit the same order. Please also do not submit the same order both electronically and on paper.

While the national application of CM/ECF is certified to work with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5., the Order Upload feature is only fully functional using Internet Explorer 5.5 (one of the upload options does not work properly in Netscape and this has been reported to the court that locally developed this module).

ATTORNEY SUBMISSION OF PROPOSED ECF ORDERS

Proposed orders may now be submitted electronically using the ECF system. The order must be submitted in PDF format and the upper right hand corner (4 ½ inches from the right hand margin and 3 inches from the top) should be blank as this is where the judge's electronic signature will be placed. If using this process to submit your proposed order, please do not also submit the order using the e-mail addresses or on paper. At this time, you have three options to submit an order. On paper, by e-mail or using this new ECF Orders process. **Do not submit the same order using more than one option.**

To submit an order for signature by the judge on the ECF system, follow these steps:

1. If submitting an order that rules on a motion or other matter in the main case, select Bankruptcy Events. If the order rules on a motion or other matter in an Adversary Proceeding, you must select Adversary Events.
2. Select Order Upload.
3. Select Upload Single (Upload Sua Sponte is to be selected only if the order does not relate to a filing, such as a stipulated order which embodies the stipulation and as a result, there is no other document.)
4. The case number must include the office number and case type such as 2-03-bk-1234 or 2-02-ap-789. If uploading an order in an adversary, you must select Upload Order under the Adversary Event menu.

Upload a Single Order

Case Number Examples: 99 12345, 1:99 bk 12345 or 1 99 bk 12345

5. A Related Document Number is required. You cannot submit an order using Upload Single Order without the related document number. If there is a related document, but you do not know the number, you may click on next, without inputting a number, and you will be able to search for the related document in the same manner as during the filing process. If there is no related document number, the order must be submitted using the Upload Sua Sponte option (See number 10 below). An order granting a motion for relief from the automatic stay, even though it must not be submitted until after the certificate of service and no objection is filed (do not use the Order Upload feature to submit the proposed order when filing the motion for relief from stay), should be related to the motion and not to the certificate of service and no objection.

Upload a Single Order

[2:03-bk-12345-RTB SON T. NGUYEN and SON VO](#)

Related Document Number Enter the document number of the related matter for which the order is being submitted

Note: If you don't know the related document number, click on Next to continue.

6. Select the Order Type. Attached is a Glossary that lists for each order type some of the more common orders. This list is not all inclusive and if the order you are submitting is not listed, then you must use your best judgment in selecting a category. Please do not call the court as there is no one person there that can determine the order type for you. Please note that Orders for Relief From Stay, if no objection has been filed, has its own type and those orders should be uploaded using that type.

7. Insert Hearing Date if the submitted order relates to a matter that has been heard or has been set for hearing.

8. Use the Browse box to upload your PDF order. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to PDF, your order should be prepared using the Courier, Helvetica or Times New Roman font (Regular, bold, italic and bold italic). If you use Adobe Acrobat Writer version 5, your order should be prepared using the Arial, Courier or Times New Roman font (Regular, bold, italic and bold italic).
9. Click on Next. The next screen will provide a receipt showing the order has been successfully uploaded into ECF. No entry is made on the docket. The submitted order is routed to the judge's chambers for electronic signature.

10. If using Upload Sua Sponte (only works in Internet Explorer, not working in Netscape) because there is no related document, in addition to selecting an Order Type, inputting the case number in the proper format as stated above, and inputting a hearing date, if applicable, you must also select an Order Description. Please, in all cases, select only Attorney Order for the Order Description.

Upload a Sua Sponte Order

Order Type [Dismissal / Reinstatement / Reopen Orders ▼]

Order Description [Attorney Order ▼]

Hearing Date [] Examples: 03/19/2002 or 03/19/02

Case Number [2-00-bk-12345] Examples: 99-12345, 1:99-bk-12345 or 1-99-bk-12345

[Next] [Clear]

11. **Order Query.** The status of any order submitted using the Order Upload feature, may be checked using the Order Query option under the Reports Menu. After an order is submitted through Order Upload, the order will appear on the Order Query Report until such time as the Order is signed by the judge. After the order is signed, it will no longer appear on the Order Query Report. If the order you submitted is not on the Order Query Report and is not on the case docket, it is in the process of being docketed and should be available on the docket by the close of the next business day.
12. **Conformed Copy of Order.** You may obtain a copy of the order from the ECF docket after it has been docketed. If you have set up your e-mail notification in ECF, you will receive an e-mail notification of the docketing of the order. Please remember that, pursuant to Local Bankruptcy Rule 9022-1, it remains the responsibility of the person who submitted the order to give notice of the signed order.
13. **Pdf format.** Orders must be in pdf format to be uploaded into ECF. If you have created the order in a word processing application, the order should be directly converted to pdf format using Adobe Acrobat Writer. Please do not print the order to paper and then scan the order (unless, of course, you are uploading an order someone else prepared, such as a stipulated order, then you have no choice but to scan the order.)
14. If the order you are submitting is for a judge who is not assigned the case, then the order cannot be submitted using this ECF Orders process. The order must be submitted either by e-mail or on paper, but not both. For example, this would occur in a case where the judge assigned the case recuses him or herself from hearing a certain motion such as a motion for relief from stay. In that instance, the proposed order lifting the stay would need to be either e-mailed or sent on paper (not both) to the judge who was re-assigned the motion.

1. Stay Relief Orders with No Objections
 - Proper service has occurred and no objection filed
 - Order granting stay relief on default of stipulation
2. Other Bar Date Orders / Default Judgments
 - All bar date orders, other than stay relief:
 - Order granting motion for interim compensation as and for adequate protection
 - Order reclassifying, allowing or denying proof of claim
 - Order approving Section 363 sales other than real property (and other than pursuant to Code section 363(h))
 - Order approving compromise or settlement pursuant to B.R. 9019
 - Order regarding cancellation of extended warranty
 - Order approving abandonment of property
 - Order regarding garnishment
 - Order approving Trustee's Final Account and Report
 - Order approving rejection of lease or executory contract
 - Order avoiding lien on exempt property
 - Order confirming Chapter 13 Plan, to include stipulated orders
3. Orders Setting / Vacating / Rescheduling Hearing
4. Lodged in Advance of Hearing
5. Post Hearing Orders
 - Orders lodged pursuant to prior Court hearing
 - Order approving sale of real property
6. No Hearing Required
 - Wage assignment order
 - Order extending time to submit order confirming Chapter 13 Plan
 - Order requesting extension of time to comply with Trustee's recommendation
 - Order granting extension of time to file schedules, statements of affairs
 - Order for 2004 examination
 - Order granting movant's motion to vacate hearing or withdrawing motion to lift the stay
 - Order approving payment of auctioneer fees
 - Order approving withdrawal of counsel
 - Order approving extension of time to object to discharge
 - Order converting case from Chapter 7 to Chapter 13 (if not previously converted)
 - Order to exceed page limit
 - Order approving stipulation to lift stay signed by all interested parties
 - Order approving stipulated scheduling orders
 - Order approving pro hac vice admission orders
7. Emergency Orders
 - Orders pertaining to motions for expedited relief or hearing:
 - Temporary restraining order
 - Bridge orders
 - Order to show cause
 - First day orders
 - Accelerated hearing
8. Orders to Employ Professionals
 - Orders pertaining to employment of professionals pursuant to 11 U.S.C. § 327
 - Order substituting counsel
9. Dismissal / Reinstatement / Reopen Orders
 - Order for reinstatement of case
 - Trustee or debtor order of dismissal
10. Deposits & Withdraws from Registry Funds
 - Order pertaining to deposit or disbursement of funds from the Court Registry