ATTORNEY SUBMISSION OF PROPOSED CM/ECF ORDERS

Proposed orders must be submitted in PDF format and the upper-right hand corner (4½ 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 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). Please do not also submit the order on paper.

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

1.   If submitting an order that rules on a motion or other matter in the bankruptcy case (main case) or adversary proceeding, select either **Bankruptcy or Adversary** event as appropriate.

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.)

4.   The case number format must be the fully qualified number, which includes the office code, year, case type, and number, such as 2-07-bk-1234 or 2-07-ap-567.

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 related 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, the order must be submitted using the **Upload Sua Sponte** option. (See No. 10 below.) An order granting a motion for relief from the automatic stay must not be submitted until after the certificate of service and no objection is filed. The order granting relief from the automatic stay should be related to

the motion and not the certificate of service and no objection. **Do not** use the **Order Upload** event to submit the proposed order when filing the motion for relief from stay.

Upload a Single Order

2:07-bk-00018-RTBP Robert Browning and Elizabeth B. Browning

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.

[Next]   [Clear]

Upload a Single Order

Select the category to which your event relates:

answer
appeal
auditor
claims
cmp
court
crditcrd
docprep
lmtdfee
lmtdserv

Filed [ ] **to** [ ]
Documents [ ] **to** [ ]

[Next]   [Clear]

6.   Select the **Order Type**. A **Glossary of Events by Category** is available for review on the court's website 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 that can determine the order type for you. Please note that orders for relief from stay, if no objection has been filed, have their own type and should be uploaded using that specific order type (Stay Relief Orders with No Objections).

Order Type [ ]

Hearing Date
File to Upload
Stay Relief Orders with No Objections
Lodged in Advance of Hearing
Other Bar Date Orders / Default Judgments
Orders Setting / Vacating / Rescheduling Hearing
Notes
Filing Fee Waiver
Post Hearing Orders
No Hearing Required
Emergency Orders
Warning!! Subr Objection to Claim Orders
you continue. Orders to Employ Professionals
Dismissal Orders
[Next] [Clear] Reinstatement Orders
Reopen Orders
Unclaimed Funds Orders

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 5 or later, 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 CM/ECF. No entry is made on the docket. The submitted order is routed to the judge's chambers for an electronic signature.

Upload a Single Order

The new pdf file 458 .pdf was uploaded and routed to CRD-Inbox folder successfully

Order Type: Stay Relief Orders with No Objections
Case Number: 2:07-bk-00018-RTBP
Case Name: Robert Browning and Elizabeth B. Browning
Related Document Number: 12
Related Document Description: Motion for Relief from Stay (150.00 fee)

10. If using **Upload Sua Sponte** (only works in Internet Explorer) 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

Case Number Format: *Office Code - Year - Case Type - Number* (Example *2-03-bk-12345*)

    Office Code: 0=Yuma; 2=Phoenix; 4=Tucson

    Case Type: bk=Bankruptcy; ap=Adversary; mp=Miscellaneous

Order Type   Dismissal Orders
Order Description   Attorney Order
Hearing Date   Examples: 03/19/2002 or 03/19/02
Case Number   2-07-bk-00018   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.

Select **Reports**; click on **Order Query**, insert the **Case Number** (fully qualified case number) or enter the **Submitter Last Name**.

Query Order Status

Case Number	2-07-bk-00018	Examples: 99-12345, 1:99-bk-12345 or 1-99-bk-12345; 99-1234, 1:99-ap-1234 or 1-99-ap-1234
Submitter Last Name		(You can just enter the first few letters.)

Next Clear

Case Number	Related Doc#	Order	Type	Description	Submission Date	Submitter	Status
2:07-bk-00018-RTBP	13	451.pdf	Stay Relief Orders with No Objections	Motion for Relief from Stay (150.00 fee)	04/25/2007	Cindy Fouche	Being Processed

12. **Notice of Lodging Judgment or Order**. Local Bankruptcy Rule 9022-1(b) provides that "[i]mmediately after electronically submitting the proposed judgment or order into the ECF system, the submitting attorney or case trustee shall also electronically file on the case docket a Notice of Lodging the Judgment or Order with the proposed judgment or order attached."

13. **Conformed Copy of Order**. You may obtain a copy of the order from the CM/ECF docket after it has been docketed. If you have set up your e-mail notification in CM/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.