

PROPOSED ORDER DUE FROM COURT
11/10/2009

Description: This process shows the steps required for CM/ECF users to file a “Proposed Order Due from Court.” The submitted Proposed Order should not include a signature block for the Judge. Please refer to the Chambers Guidelines for further information about when this event is required.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Other** hyperlink.
- Enter the case number for the appropriate case.
- Click the **[Next]** button.
- For further information on each of these categories, click the yellow help (?) icon in the upper right hand corner.

STEP 3 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Proposed Order Due from Court** from the events list or start typing “Proposed” in the text box to find the event.
- Click the **[Next]** button.

STEP 4 – The JOINT FILING screen appears.

- Click in the box to associates filing attorney with the filing party.
- Click the **[Next]** button.
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 5 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information.

- Click the **[Next]** button.

STEP 6 – The ASSOCIATION screen appears.

- Click in the box if the document is being filed with another attorney.
- Click the **[Next]** button.

STEP 7 – The SELECT PDF screen displays.

- Browse and select the .pdf file to associate with this event.
- Click the **[Next]** button.

STEP 8 – The REFER TO EXISTING EVENTS screen displays.

- Check the box beside “Refer to existing event(s)?”, if appropriate.
- Click the **[Next]** button.
- Select the appropriate category to which your event relates.
- Check the box beside **Yes** or **No** indicating whether the Certificate of Service is included.
- Click the **[Next]** button.

STEP 9 – The SELECT RELATED EVENT and HEARING JUDGE screen displays.

- Select the appropriate event to which your event relates. It is necessary to select the appropriate box in order to establish the correct linkages.
- Select the Judge signing the Order (hearing Judge).
- Click the **[Next]** button twice.

STEP 10 – The VERIFICATION screen appears.

- Verify the case name and number. If you want to continue, click the **[Next]** button.

Sample Docket Text: Final Text

**Proposed Order Due from Court Filed by Bill Attorney on behalf of Joe Debtor.
(related document(s) [25]). (Attorney, Bill)**

**Attention!! Submitting this screen commits this transaction. You will have no further
opportunity to modify this submission if you continue.**

Have you redacted?

STEP 11 – The NOTICE OF ELECTRONIC FILING screen displays.

- The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that the document filed is now an official court document. It is recommended that you print this screen for your records because it also includes the date, time, case number, and document number.