

***Instructions for Using the Order Template and
Tips on Downloading and Completing Online Forms***

Pursuant to Operating Order of the United States Bankruptcy Court for the District of South Carolina, the Court will implement Case Management/Electronic Case Filing ("CM/ECF") on January 21, 2003.

As provided by the Operating Order, all orders will be filed in accordance with specifics outlined in the **Court's Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means (the "Administrative Procedures)** Section E. of the Administrative Procedures provides that all proposed forms of order may be submitted electronically in the manner set forth in the Participant's Guide.

The Commentary Supplementing the Administrative Procedures, in the section entitled "**Formatting Instructions Provided By The Clerk**" provides:

The first page of any proposed form of order whether submitted electronically or conventionally, must substantially conform with the Order Templates maintained by the Court, and made available on the Court's website www.scb.uscourts.gov. Signatures approving orders will be affixed electronically providing for little tolerance in this area. Orders which do not comply will be identified as defective.

All forms of order submitted on or after January 21, 2003, must conform to the above referenced guidelines.

General Information

- The software utilized to affix each judge's signature will also place an official court seal, the words "FILED BY THE COURT" (the file date of the document) will appear above the seal, the words "Entered" (the entry date of the document) will appear under the seal and a signature line and the words "US Bankruptcy Judge, District of South Carolina" under the signature line will appear on the first page of the template. To accomplish this, the lower section of the template must remain blank (5.5 inches from the bottom of the page). The Order Template has been posted on this Court's website www.scb.uscourts.gov in 3 formats: PDF, WordPerfect, and MS Word. The Court may reject all orders that do not conform to the Order Template prescribed by the Court.
- For easy access you may wish to save the templates on your computer hard drive or network. Please follow the steps outlined below to do so.

Orders to be submitted via CM/ECF

All proposed forms of order submitted shall be uploaded as an attachment to the pleading during the electronic filing process. The Case Participant's Guide available on this Court's website, www.scb.uscourts.gov, specifies to which pleading the order should be attached if the order is submitted electronically.

Orders to be submitted via email

Proposed forms of order as directed by the Judge or his staff shall be submitted to the appropriate Judge's e-mail box.

The following are guidelines to assist you when submitting orders via email.

- The subject line of the email must contain the case number and a brief description of the order, such as 01-00001 Relief From Stay.
- The parties served, and their role in the matter, must be listed in the body of the e-mail, e.g. John Jones, attorney for Chase Manhattan Bank or Jane Doe, debtor.

Consent Orders

Effective January 21, 2003, the proponent of electronically filed and e-mailed orders shall retain the order bearing the original signatures of the consenting parties and submit a copy of the consent order bearing /s/John Doe on the signature lines for all consenting parties.

For information or answers to your questions regarding Order Templates, please contact the CM/ECF Help Desk at 803-253-3624 or e-mail cmecf_helpdesk@scb.uscourts.gov.

Working with Online Forms

Saving Forms from Our Web Site to Your Computer or Network

- STEP 1 Right-click on the name of the form you wish to save
- STEP 2 Click "Save Target As"
- STEP 3 Navigate to the location on your computer's hard drive (usually the C drive) or network where you wish to store the form and name appropriately
- STEP 4 Click [SAVE]

Completing Forms Using Adobe Acrobat

When the cursor is placed over a document in Adobe Acrobat a "hand" cursor replaces the normal cursor. Although the form fields are invisible, the cursor changes from a "hand" to an "I-beam" when placed over a form field. Click where an I-beam appears and type the necessary information then press the [Tab] key to move to the next field.

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