

## PROPOSED ORDER AND ORDER TEMPLATES

Updated 1/26/2023

Description: This process shows the steps required for an external user to submit a proposed order on CM/ECF.

**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 **Help** button located on the CM/ECF menu bar.

**STEP 3** – The AVAILABLE EVENTS screen displays.

- Scroll to select **Proposed Order** 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 associate the 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.

- Click the box to refer to an existing event in the case. This will allow reference to the underlying motion and establish correct linkage in the case.
- Click the **[Next]** button.

**STEP 9** – The DOCUMENT CATEGORY screen displays.

- Select the category to which the event relates. For this example, the category would be **motion**.

**NOTE:** Proposed Orders should link to the original motion/application, any objection, and to any affidavit of default or affidavit of no objection.

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

**STEP 10** – The SELECT RELATED EVENTS screen displays.

- If the related document does not exist in the **motion** category of events, you may click the **[Back]** arrow and highlight the entire category box. All documents within each category will then be displayed so the filer may select the appropriate related document.
- Click the **[Next]** button.

**STEP 11** – The MODIFY DOCKET TEXT screen displays.

- Modify text as necessary.
- Click the **[Next]** button.

**STEP 12** – The FINAL DOCKET TEXT screen displays.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

**NOTE:** If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transaction, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if correct.

**Sample Docket Text: Final Text**

**Proposed Order RE: Motion to Incur Debt/Obtain Credit, Notice Of Possible Hearing Filed Bill Attorney on behalf of Joe Debtor (related document(s) [6]). (Attorney, Joe)**

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

**Have you redacted?**

**STEP 13** – The NOTICE OF ELECTRONIC FILING screen displays.

**REMINDER:** If the proposed order is a consent order, either the order with handwritten consents should be scanned as a pdf, or the signature lines for the consents should be in compliance with Local Rule 9011-4.

- 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.

## **Guidelines for Inclusion of the Order Template**

If a cover page or other order template is required for a Judge, pursuant to Chambers Guidelines, it must substantially conform with the Order Templates maintained by the Court. These forms are available on the Court's website under the "Forms" tab at [www.scb.uscourts.gov](http://www.scb.uscourts.gov). Click on the appropriate hyperlink to display the available formats. For easy access, you may wish to save the templates on your computer hard drive or network. Signatures will be affixed to the order template electronically providing for little tolerance in the format of the template. To accommodate signatures, filed stamps, etc., the lower section of the template must remain blank (5.5 inches from the bottom of the page).

To save forms or templates from our web site to your computer or network:

- Right-click on the name of the form you wish to save.
- Click "Save Target As."
- 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.
- Click **[SAVE]**.