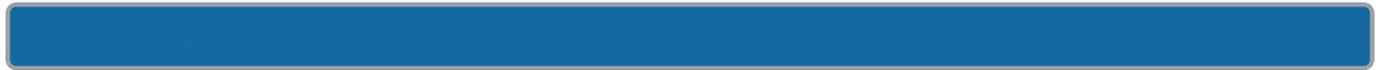




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[Home](#) > Order Appointing Resolution Advocate (Docketing Instructions)

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**Revised:**

Wednesday, October 3, 2012

**Bankruptcy Dispute Resolution Program  
DOCKET EVENTS AND PROCEDURES  
Order Appointing Resolution Advocate and Assignment to the BDRP**

These instructions explain how to electronically upload an Order Appointing Resolution Advocate and Assignment to the BDRP using the Court's CM/ECF system. Attorneys and parties who do not have access to the CM/ECF system must submit to the Clerk **two paper copies** of the Order and a postage-paid envelope addressed to the submitting party.

A sample blank [Order Appointing Resolution Advocate and Assignment to the BDRP](#) is available from the Clerk and on the Court website at [www.canb.uscourts.gov](http://www.canb.uscourts.gov) > *Forms* > *BDRP - Order Appointing Resolution Advocate and Assignment to the BDRP*.

- Click the Bankruptcy or Adversary hyperlink on the CM/ECF main menu.
- Select Order Upload.
- Select Upload Single Order.
- Enter the Case Number or, if applicable, the [Adversary Proceeding](#)  number, click [Next].
- Enter the related document number and click [Next], **OR** simply click [Next] to select a document to relate to this order. If you entered a related document number, go on to the

next step below. If you did not enter a related document number, then at the prompt stating: "Select the category to which your event relates" select "stip" from the scroll down menu, and click [Next]. The appropriate stipulation event, "Stipulation to Appoint Resolution Advocate" should appear. If it does **not** appear, exit and make sure the document "Stipulation to Appoint Resolution Advocate" has been docketed. If it does appear, then place a check mark in the box next to the appropriate stipulation event, and click [Next].

- Select the order type from the drop down menu (other or, if appropriate, expedited). Do not enter information for a hearing date since one has not been held or set.
- Associate the PDF file of the Order to Appoint Resolution Advocate.
- Retain the "Order ID" number for future reference.

ECF Reference Desk  
Procedures

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**Source URL (modified on 02/01/2016 - 11:23am):**

<http://www.canb.uscourts.gov/ecf/procedures/order-appointing-resolution-advocate-docketing-instructions>