

United States Bankruptcy Court
for the Northern District of California

SUBMISSION OF PROPOSED ORDERS IN ECF

“E-Orders”

E-orders provide the ability to upload PDF-formatted proposed orders directly into ECF. Orders uploaded in ECF can be electronically routed to and signed by the judge, without the need to print any paper. Additionally, attorneys and trustees can check the status of proposed orders uploaded to E-orders.

Orders must be prepared according to the format specifications listed in Section A. Instructions for uploading and submitting the proposed orders are in Section B. Instructions for registered participants to check the status of proposed orders uploaded to E-orders are in Section C.

A. ORDER FORMAT

Proposed orders should be formatted as follows:

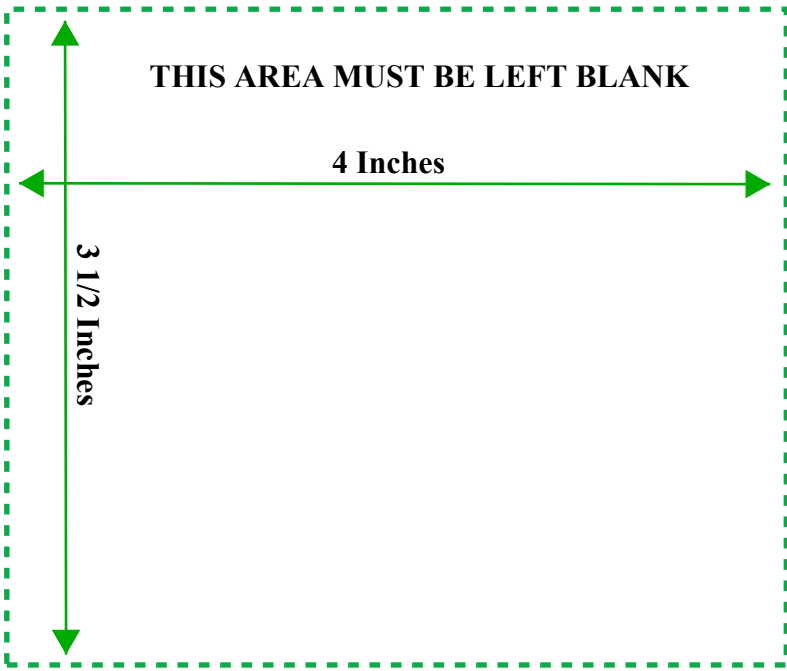
- The order **must be** submitted in PDF format. The order should be created in a word processing application and directly converted to PDF format using Adobe Acrobat or similar software. **DO NOT UPLOAD A SCANNED ORDER.**
- The upper right-hand corner (**four inches from the right-hand margin and three and a half inches from the top**) of the first page of the order should be left blank. This is where the judge’s electronic signature will be placed. One inch from the bottom of each page should be left blank. This is where the court will affix a footer when the order is docketed.
- The order must be complete and as required by B.L.R. 1005-1, have all the appropriate caption information, including; attorney name/address header, case name, case numbers, hearing dates, et cetera. **Incomplete orders may be returned as defective.**
- The following text should be placed on the last page of the proposed order: ****END OF ORDER.**** The text should be centered one line below the last line of text.
- On a separate page. Include a service list for all parties **who are not** receiving electronic notices and are required to be served with the order under applicable federal bankruptcy and local rules. Inclusion of extraneous parties may result in the order being returned defective. The attorneys are required to verify that the addresses listed are accurate and

are the most current addresses for the parties to be served.

To view a list of Registered Participants in a particular case or adversary proceeding, go to UTILITIES in ECF; click on "Mailings . . . "; click on "Mailing Info for a Case No."; insert the case number; then click SUBMIT. The list shall include counsel and/or parties who are currently registered participants and who will receive e-mail notice/service for the particular case or adversary proceeding.

- ***Do not*** include a signature line or date at the bottom of the order.
- ***Do not*** submit a stipulation and order. Both documents should be filed separately under ECF and E-orders, respectively.

See sample order on the following pages.



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Attorneys for Secured
Creditor ABC FINANCE CO., INC

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF CALIFORNIA

In re:)
John Doe)
Debtor)

Bk. No. 04-80000
Chapter 7

**ORDER ON MOTION FOR RELIEF
FROM AUTOMATIC STAY**

Hearing - July 8, 2004 9:30 a.m.
Place: U.S. BANKRUPTCY COURT
XXXXXXXXXXXXXXXXXX

ABC AND 123 FINANCE CO., INC Motion for Termination of Automatic Stay came on regularly for hearing on July 8, 2004 at 9:00 a.m. before the Honorable xxxxxxxxxxxxxx. All appearances were as noted in the Court's record.

Based upon the pleadings contained herein and oral argument,

IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the automatic stay pursuant to 11 U.S.C. §362 is hereby terminated forthwith to allow ABC AND 123 FINANCE CO., INC to sell the 2003 Honda Accord LX, Vehicle I.D. No. xxxxxxxxxxxxxxxxxxxxxxxxxxxx, in accordance

COURT SERVICE LIST

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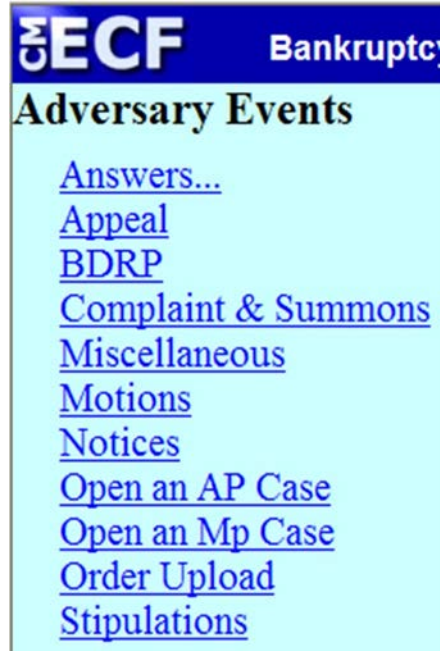
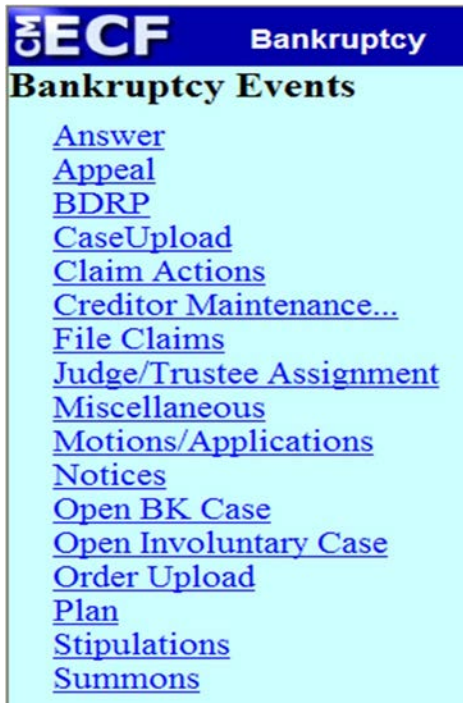
John Doe
123 ABC Lane
San Francisco, CA 94111

June Smith
456 ABC Lane
San Francisco, CA 94222

B. Uploading and Submitting a Proposed Order

1. To submit a proposed order regarding a motion or other matter in a bankruptcy case, select **Bankruptcy** on the ECF Blue Main Menu bar. To submit a proposed order regarding a motion or other matter in an adversary proceeding, select **Adversary** on the ECF Blue Main Menu bar.

Or



2. Select **Order Upload**.
3. Select **Upload Single Order**.
4. Enter the **case number**.
5. Enter the Related document number for the pleading on the docket which relates to the proposed order. Orders cannot be submitted using the *Upload Single Order* event **without** the related document number. If you do not know the number, click **Next**, and search for the related document based on the matter type, e.g., motion, claims, miscellaneous, et cetera.

Upload a Single Order

[11-30712 Lawrence Hamilton and Grace Hamilton](#)

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.

ECF Bankruptcy Adversary

Upload a Single Order

[11-30712 Lawrence Hamilton and Grace Hamilton](#)

Select the category to which your event relates:

- answer
- appeal
- audio
- auditor
- caseupld
- claims
- cmp
- court
- creditor
- misc

Filed to

Documents to

ECF Bankruptcy Adversary Query Reports

Upload a Single Order

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Select the appropriate event to which your event relates:

12/16/2011 [2](#) Motion for Relief from Stay 2009 Red Ford 250 Pickup Truck RS #SDH-001, Fee Amount \$176, Filed by Creditor Wells Fargo Bank (Attachments: # [1](#) RS Cover Sheet) (CANBatyt1).

Once the category and other information are entered (dates and document numbers are not required), previously docketed events will appear on your screen. To narrow the search, you can enter dates in the *Filed* field or numbers in the *Documents* field.

Check the box next to the matter to which your order relates and click **Next**.

6. Select the **Order Type** from the drop down pick list and click **Next**.

The choices are **Expedited**, **Hearing Held**, or **Other**. **Do not** use **Hearing Scheduled** unless specifically instructed to do so by the judge.

ECF Bankruptcy Adversary Query Reports Utilities

Upload a Single Order

[11-30712 Lawrence Hamilton and Grace Hamilton](#)

Related document number: 2
 Related document description: Motion for Relief From Stay

Order type

Note: If order relates to a motion with a concluded hearing, Order Type MUST be "Hearing Held".

Hearing date Hearing time AM PM

Replacing or submitting additional orders

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Upload a Single Order

Warning: The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
11-30712 Lawrence Hamilton and Grace Hamilton Ch 7	2 Motion for Relief From Stay Filed: 12/16/2011 Hearing: 12/15/2011	11348 By CANBatyt1 12/16/2011

Upload another order
 Replace the order(s)
 Replace the order [11348](#)

If you have previously submitted an order on the same case and motion, e-orders will display the following warning message:

The following order(s) already exist for the same case and related document.

Two choices are available; check the appropriate radio button:

- Upload another order
- Replace an existing order
- If you are replacing an existing order, check the box next to the order to be replaced.

Click **Next**.

7. Click the **Browse** button to upload your PDF order. Once you have selected the order from your file directory, right click on the file name and click Open to verify that you are uploading the correct order. Before the document is submitted, review this screen to confirm that the case number, case name, related document number and related document description are accurate. Click **Next**.

ECF Bankruptcy Adversary

Upload a Single Order

Filename

Attachments to Document: No Yes

8. The next screen will provide a confirmation showing the order has been successfully uploaded to the court's electronic order inbox. Please note, the order ID for future reference. (The order ID can also be located under **Utilities Menu>View Your Transaction Log**). There is not an entry on the docket at this time. The proposed order will be routed to the judge for review.

BKECF Bankruptcy Adversary Query Reports Utilities Search

Upload a Single Order

[11-30712 Lawrence Hamilton and Grace Hamilton](#)

The new document Sample of Relief from Stay Order.pdf was uploaded successfully on 12/16/2011 at 9:51 AM

Order type: Hearing Held
[11-30712 Lawrence Hamilton and Grace Hamilton](#)

Related document number: 2
Related document description: Motion for Relief From Stay
Order ID: [11348](#)
Hearing date: 12/15/2011

[Do it again](#)

9. **Order Query** – The status of orders submitted via Order Upload may be obtained using the Order Query option under the Reports Menu.
10. **Defective Order** – If a proposed order is found by the court to be defective, an e-mail will be sent to the submitting party.
- *Defective Order E-mail Notification* is an e-mail that will be automatically sent to the attorney who submitted the order.
 - **The Sender/Who** is **BKECF_CANB**.
 - The **Subject** will read **Defective Order for case ##-#####...**
 - **Please Do Not Reply to this E-Mail.**
 - The defective order e-mail may instruct the attorney to resubmit the order via the E-Order program. Click on the Order Upload>Upload a Single Order for bankruptcy or adversary cases, enter the same case number and related document number, then select replace the order (see step six above). **Do not e-mail** the replacement order to the chambers order e-mail address.

- If instructed, send an e-mail message to the appropriate judge's order e-mail box once the replacement order is uploaded to the E-Orders program. Enter the following information in the e-mail subject line: **Defective Order for case ##-##### replaced...**

11. Entry of Orders – You may obtain a copy of the order from ECF after it is docketed. Registered participants with an e-mail notification in ECF will receive the system-generated *Notice of Electronic Filing*, when the order is entered to the docket. The Clerk's Office will serve the parties listed in the *Court Service List*, which was originally submitted along with the order.

C. REVIEWING STATUS OF PROPOSED ORDERS IN E-ORDERS

All Registered ECF participants can check the status of proposed orders uploaded to E-Orders by doing the following:



1. Select Order Query on the Reports Menu.
2. To search for a specific uploaded order, enter the case number.

- The report will list all orders that were electronically uploaded and are currently pending for that case. If the status of the order is listed as *Being Processed*, this means that the electronic order was received and is currently under review by the Court.

ECF													
Bankruptcy		Adversary		Query		Reports		Utilities		Search		Logout	
→	Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x					
	11-30712												
1	Lawrence Hamilton and Grace Hamilton	2	11348	Hearing Held	Motion for Relief From Stay	12/16/2011	CANBatyit1	Being Processed					

- An order uploaded into e-orders, will be on the *Order Query Report* with a status of *Being Processed* from the time it is uploaded until it is signed by the judge. As soon as an order is signed, it is automatically removed from the *Order Query Report*. You will be able to view a signed order after it has been docketed by the court. If there is a problem with an order, you will be notified. Once the order has been signed and docketed, you can obtain a copy of the electronically – submitted order from the docket report.