

Submitting Orders in CM/ECF

Last Updated: February 8, 2024

[Local Rules of Bankruptcy Procedure 9021-1.](#)

[Local Rules of Bankruptcy Procedure 9013-1\(g\)](#)

[E-Orders FAQs](#)

[View a sample order](#)

Events: Bankruptcy>Order Upload>Single Order Upload
Adversary>Order Upload>Single Order Upload

Orders Submitted Electronically

Original orders that are ready for the judge's signature shall be filed electronically by uploading the order through the court's electronic case filing system as a "Received Unsigned Order".

Formatting Specifications

- 1) For all orders, the first page of the order must have a **4-inch top margin** that is left blank for court use only.
- 2) Orders shall be in 8-1/2 x 11-inch document format, using a standard embedded font, 11 or 12 point, and shall be double spaced. Each order shall bear line numbers in the left margins. Place the following designation after the final line of text on the order: ///End of Order///
- 3) No date or signature line is to be provided for the judge.
- 4) The attorney(s) presenting the order shall so indicate in the lower left-hand corner of the last page of the order by stating "Presented by" with their name, bar identification number and signature line.
- 5) Orders and judgments shall contain at least two lines of text on each page.
- 6) Orders uploaded in accordance with Local Bankruptcy Rule 9021-1 shall include the words "ex parte" in the title of the order and in the docket entry if they are being filed without notice in accordance with Local Bankruptcy Rule 9013-1(g).

Submit a Received Unsigned Order for a judge's signature in CM/ECF

- 1) If submitting an order that rules on a motion or other matter in the bankruptcy case (main case) or adversary proceeding, select either **Bankruptcy** or **Adversary** event as appropriate.

- 2) Select **Order Upload**.
- 3) Select **Single Order Upload**.
- 4) Enter the Bankruptcy or Adversary case number.
- 5) Enter **Related Document Number**. If there is a related document, and you do not know the number, you may click on **Submit**, without entering a related number and you will be able to search for the related document.
- 6) Select the category to which your event relates. Most likely the event will be motion, if you're not certain of the category, you can highlight the whole list by clicking on the top event in the list and pulling your mouse to highlight the entire list, click **Submit**.
- 7) Click the box next to the event that relates to the order, click **Submit**.
- 8) Select the order type from the dropdown menu, enter the hearing date and time,> click **Submit**.
- 9) Browse and attach the Received Unsigned Order, add attachments if necessary, click **Submit**.

Note: If the related document is an amendment and the original document has been set for a hearing, then select the order type Hearing Scheduled.

Order Query

- The status of any order submitted using the Order Upload feature may be checked using the Order Query option under the Reports menu.
- After an order is submitted through Order Upload, the order will appear on the Order Query Report until such time as the Order is signed by the judge.
- After the order is signed, it will no longer appear on the Order Query Report. If the order you submitted is not on the Order Query Report and is not on the case docket, it is in the process of being docketed and should be available on the docket in 30 – 60 minutes.
- Select Reports > click on **Order Query** > insert the **Case Number**.
- Enter the date range when the Order was submitted. If there is no date range, enter the same date in both date range areas > click **Next**.
- A screen will appear indicating the status of the Received Unsigned Order.