

## **GUIDELINES FOR SUBMISSION OF ELECTRONIC ORDERS**

**To all parties submitting Orders electronically, please note:** It is ultimately your responsibility to ensure that certain required information is provided to the Court at the time the Order is submitted electronically. Please follow the guidelines below when submitting Orders by e-mail. Failure to comply with these guidelines may delay consideration of the Order.

The file should be named using the same information in the following sequence:

1. The case or adversary proceeding number;
2. The name of the debtor (for an individual debtor, give the first initial followed by the last name, no periods); and
3. The type of Order being submitted.

### **Preparing the Proposed Order**

1. Create the proposed order using a word processing application (i.e. Word or WordPerfect) and convert it to a text accessible PDF file to allow editing. Do not scan the image.
2. Convert the proposed order from a word processing document to a Portable Document Format (PDF).
3. Leave a four-inch margin at the bottom of the last page of the proposed order for the date and the Judge's signature. Do not include a date or line for the date or the Judge's signature. The date of the order and the Judge's signature will automatically be affixed by the system.
4. When assigning a filename to your PDF document please do not use any special characters such as !@#\$% "&\*()-={ }[]\!--?'.;

### **Uploading the Proposed Order**

1. Log in to CMIECF.
2. Select either Bankruptcy or Adversary from the CMIECF Menu Bar.
3. Select Order Upload.
4. Select Single Order Upload.

5. Enter the case number.
6. Enter the document number of the related motion or application for which the order is being submitted. If you do not have the related document number, click on Next to continue.
7. Select from the Order Type drop down box.
8. Select Browse to upload the PDF proposed order.
9. Highlight the PDF proposed order to be uploaded.
10. Right click to open the order to make sure it is the correct order.
11. Click Open to upload the PDF proposed order so that the file name appears in the File to Upload box.
12. Before clicking Next, make sure the information and documents that have been entered are correct. By clicking Next, the filer commits the transaction and will have no further opportunity to modify the submission.

#### After Uploading the Proposed Order

1. Run the Order Query report to track the status of the order.
2. Once the order has been signed by the Judge and docketed by the Clerk's Office, the filer will receive an e-mail notification in the form of a Notice of Electronic Filing.
3. You may receive email with additional instructions regarding the uploaded order.