

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. E-orders is effective August 1, 2004 and is available to all registered ECF participants.

Please note, E-orders is intended to replace current processes by which proposed orders are delivered to the Court. Existing procedures will continue to be available to allow users sufficient time to transition to E-orders. ***Please do not submit the same order via E-orders and on paper (or via E-orders and e-mail in the Santa Rosa Division).*** Elimination of paper orders will coincide with the mandatory e-filing date of January 1, 2005.

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. If you use Adobe Acrobat version three or four to convert orders to PDF, your order should be prepared using the *Courier, Helvetica or Times New Roman* fonts (Regular, bold, italic or bold italic formats are acceptable). If you use Adobe Acrobat version five, your order should be prepared using the *Arial, Courier or Times New Roman* fonts (Regular, bold, italic or bold italic formats are acceptable). **Orders converted using Adobe Acrobat version six must be saved to Adobe Acrobat version four or lower. Please see the Reference Desk on our ECF web page for instructions on how to configure Adobe Acrobat 6.0.**
- The upper right-hand corner (four and a half inches from the right-hand margin and three 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.
- 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 required to be served with the order under applicable federal bankruptcy and local rules. ***Failure to include parties required to be served may result in the order being ineffective as to the omitted***

parties. 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.

- ***Do not*** include a signature line or date at the bottom of the order.
- ***Do not*** upload a scanned order. The order should be created in a word processing application and directly converted to PDF format using Adobe Acrobat or similar software.
- ***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.

THIS AREA MUST BE LEFT BLANK

1 Perry Mason, Esq.
2 Attorney Bar No. 011111
PERRY MASON & ASSOCIATES
3 2880 Shadow Land Dr. #203
Walnut Creek, CA 94596
4 (510) 935-3700

5 Attorneys for Secured
Creditor ABC FINANCE CO., INC
6
7
8

9
10 UNITED STATES BANKRUPTCY COURT
11 NORTHERN DISTRICT OF CALIFORNIA
12

13 In re:) Bk. No. 04-80000
John Doe)
14 Debtor) Chapter 7
15)
16)
17)
18)

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

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

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

24 Based upon the pleadings contained herein and oral argument,

25 IT IS HEREBY ORDERED, ADJUDGED AND DECREED that the automatic stay
26 pursuant to 11 U.S.C. §362 is hereby terminated forthwith to allow ABC AND 123 FINANCE CO.,
27 INC to sell the 2003 Honda Accord LX, Vehicle I.D. No. xxxxxxxxxxxxxxxxxxxxxxxxx, in accordance
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1 with terms of the written Retail Installment Sale Contract-Simple Interest Finance Charge dated
2 June 5, 2003 and state law.

3 If this case is converted to another chapter, this order shall be binding and of full force and
4 effect. In the event a deficiency balance remains after sale of the vehicle, said deficiency balance
5 shall be subject to the Chapter 7 petition filed by the Debtor.

6 Federal Rule of Bankruptcy Procedure 4001(a)(3) is waived.

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8 ** END OF ORDER **

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COURT SERVICE LIST

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Debtor John Doe
123 ABC Lane
San Francisco, CA 94111

Debtor's Attorney June Smith
456 ABC Lane
San Francisco, CA 94222

Trustee May Johnson
789 ABC Lane
San Francisco, CA 94333

U.S. Trustee
1011 ABC Lane
San Francisco, CA 94444

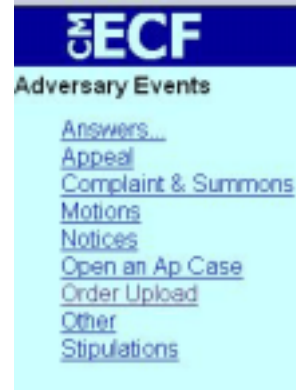
Opposing Party Bank Two
1213 ABC Lane
San Francisco, CA 94555

B. DOCKETING INSTRUCTIONS

1. To submit a proposed order regarding a motion or other matter in a bankruptcy case, select **Bankruptcy Events**. To submit a proposed order regarding a motion or other matter in an adversary proceeding, select **Adversary Events**.



OR



2. Select *Order Upload*.
3. Select *Upload Single*
4. Enter the *case number*.

A screenshot of the ECF 'Upload a Single Order' form. The form has a header with the ECF logo and navigation tabs for 'Bankruptcy' and 'Adversary'. Below the header, the title 'Upload a Single Order' is displayed. There is a text input field for 'Case Number' with the value '04-04140' and a note: 'Examples: 99-1234, 1:99-ap-1234 or 1:99-ap-1234'. Below the input field are two buttons: 'Next' and 'Clear'.

5. Enter the *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.

A screenshot of the ECF 'Upload a Single Order' form. The form has a header with the ECF logo and navigation tabs for 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities'. Below the header, the title 'Upload a Single Order' is displayed. The case number '04-04140 Scholtz v. Carlson' is shown. There is a text input field for 'Related Document Number' with a note: 'Enter the document number of the related matter for which the order is being submitted.' Below the input field is a note: 'Note: If you don't know the related document number, click on Next to continue.' Below the note are two buttons: 'Next' and 'Clear'.

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**.

Replacing or submitting additional orders

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 exists 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**.

6. Select the *Order Type* – The choices are Other or Urgent (see table below).

Urgent Orders

Other Orders

Orders pertaining to motions for expedited relief All Other Orders

Temporary restraining order

First day orders

Orders pertaining to accelerated hearing

Order to extend time

7. Enter the *Hearing Date* when proposed orders relate to a matter that has been calendared/heard in court before the judge. **Do not** submit orders prior to the hearing unless you have been specifically instructed to do so by the judge.

San Francisco judges will allow proposed orders to be uploaded prior to the hearing.

Upload a Single Order
Case Number: 04-04140
Case Name: Scholtz v. Carlson
Related Document Number: 2
Related Document Description: Motion Miscellaneous Relief
Order Type:
Hearing Date: Examples: 03/19/2002 or 03/19/02
File to Upload:
Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.
Attention! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

8. Click Browse 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.

Note: Submitting this screen commits this transaction. You will no longer be able to modify this submission.

9. Click **Next**. The next screen will provide a confirmation showing the order has been successfully uploaded to the court's electronic order inbox. Please note, the PDF number for future reference. There is no entry on the docket at this time. The proposed order will be routed to the judge for review.



10. **Order Query** – The status of orders submitted via Order Upload may be obtained using the Order Query option under the Reports Menu. Orders submitted through Order Upload will appear on the Order Query Report until 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.
11. **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 Single*** option for bankruptcy or adversary cases, enter the same case number and related document number, then select ***replace the order*** (see step five 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...***
12. **Entry of Orders** – You may obtain a copy of the order from ECF after it is docketed. Registered participants with 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.

13. **Order attachments** – When a certificate of service is required with the submission of a proposed order:

- Docket the proof of service using the *certificate of service* event.
- Link it to the appropriate event.
- Enter *for the proposed order* in the docket text box.

Scanned attachments should only be submitted at the direction of the judge. If scanned, documents are required for submission, you will be instructed to submit the documents using one of the below methods:

- Separately enter the documents via CM/ECF using the *Exhibit* event and link the documents to the event.
- Insert the documents into the PDF order via *Document > Insert Pages in Adobe*.

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:

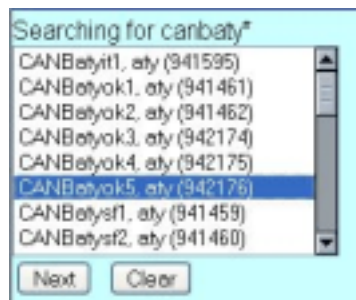
1. Select *Order Query* on the **Reports** Menu.



2. To search for a specific uploaded order, enter the case number
3. To search for all of your uploaded orders, leave the Case Number blank and insert your last name in the **Submitter Last Name** field.

The image shows a screenshot of the 'Query Order Status' form. It has two input fields: 'Case Number' with the value '04-40415' and 'Submitter Last Name' which is empty. Below the fields are 'Next' and 'Clear' buttons. Examples of case numbers are provided: 99-12345, 1-99-bk-12345 or 1-99-bk-12345; 99-1234, 1-99-ap-1234 or 1-99-ap-1234.

4. Highlight your name and click **Next**. If you are listed more than once, select the one with *aty* after your first name.



5. When the case number selection is used, the report will list all orders that were electronically uploaded and are currently pending for that case. The report **will not** list any orders that were submitted by paper. 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.

Case Number	Related Doc#	Order	Type	Description	Submission Date	Submitter	Status
04-40415	10	543.pdf	Other	Motion for Relief From Stay	06/30/2004	CANBatyok5	Being Processed
04-40415	11	544.pdf	Other	Motion to Sell	06/30/2004	CANBatyok5	Being Processed

6. When the *Submitter Last Name* option is used, the report will list all orders electronically uploaded by that person. The report **will not** list any orders that were submitted by paper. 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.

Case Number	Related Doc#	Order	Type	Description	Submission Date	Submitter	Status
04-01119	4	508.pdf	Other	Motion Miscellaneous Relief	06/21/2004	CANBatyok5	Being Processed
04-01120	4	518.pdf	Other	Motion Miscellaneous Relief	06/21/2004	CANBatyok5	Being Processed
04-03365	2	502.pdf	Other	Motion Miscellaneous Relief	06/21/2004	CANBatyok5	Being Processed
04-03366	2	503.pdf	Other	Motion Miscellaneous Relief	06/21/2004	CANBatyok5	Being Processed
04-40397	3	479.pdf	Urgent	Motion to Compel	06/21/2004	CANBatyok5	Being Processed
04-40415	10	543.pdf	Other	Motion for Relief From Stay	06/30/2004	CANBatyok5	Being Processed
04-40415	11	544.pdf	Other	Motion to Sell	06/30/2004	CANBatyok5	Being Processed
04-40417	5	476.pdf	Other	Motion Miscellaneous Relief	06/17/2004	CANBatyok5	Being Processed
04-40419	5	477.pdf	Other	Motion to Sell	06/17/2004	CANBatyok5	Being Processed

7. 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.