



## **E-ORDERS GUIDELINES**

January 1, 2008

To permit attorneys to fully utilize a system of electronic filing, the Court will permit the electronic submission of proposed orders using the E-Order Program pursuant to the following guidelines:

1. Attorneys certified in CM/ECF may submit proposed orders using the order upload event.
2. Proposed orders shall be uploaded to the appropriate Chambers Order Inbox by using the Order Upload event found in the Bankruptcy and Adversary categories of CM/ECF.
3. Attorneys shall make every effort to ensure that the security of their computer is preserved. Caution shall be taken to ensure that no virus, worm, or other computer infestation is transmitted to the Court.
4. All federal and local rules shall apply to the format of the order except as provided by these guidelines.
5. Proposed orders shall be submitted in Portable Document Format (PDF) only.
6. The top margin of the first page of the proposed order must be four (4) inches in length from the top of the page. All other pages of the proposed order will have a top margin of one (1) inch.
7. The following symbols shall appear centered on the last page of the proposed order below the last line of text to indicate the end of the order: ###.
8. A signature block for the judge shall be omitted. Orders will be signed electronically by the judge in the space provided within the four inch top margin on the first page.
9. Proposed orders shall have all appropriate caption information, case style, case number, and appearances.

10. Proposed orders shall indicate the name of the attorney responsible for the proposed order, name of the attorney's law firm (if any), the attorney's Bar Number, mailing address, phone number, email address, the fax number (if desired), and the name of represented party. This information shall be included on the proposed order after the line containing the ### designation.
11. The moving party must recite in the proposed order whether or not other parties interested in the order are in agreement with the provisions of the proposed order by listing the attorney's or the party's name and whether the attorney or party has signed the original order. The moving party shall maintain the original signed order as required by the Administrative Guidelines for Electronic Filing promulgated by this Court.
12. The moving party should notify all interested parties of the submission of the proposed order either personally, electronically or by mail. The moving party should not file a notice with the Court regarding submission of the order.
13. Proposed orders submitted to the Court that are not in compliance with these guidelines will be returned to the submitting party as defective via email. Proposed orders also may be returned to the submitting attorney by the judge for modification or revision.
14. Attorneys will receive a Notice of Electronic Filing after the order is signed by the judge and docketed by the Court Clerk.
15. Attorneys must notify the Office of the Court Clerk if their CM/ECF email address changes. Attorneys who fail to keep their email address current with the Court Clerk will not receive Notices of Electronic Filing (NEF) from the Court.
16. Questions regarding E Orders should be directed to the CM/ECF Help Line at (405) 609-5719.