E-Orders Version 3.0
Users' Guide

November 2007 Edition
U.S. Bankruptcy Court, Western District of Oklahoma

1. Introduction

This User's Guide explains the functionality of the E-Orders application for both internal and external users. Each section corresponds to a major component of the E-Orders application and provides the user with instruction for using the program. All instructions are written assuming the user has already logged on to the CM/ECF Application.

E-Orders is a web-based application developed by the U.S. Bankruptcy Court, Western District of Texas and implemented in the Western District of Oklahoma for electronically submitting, routing, reviewing, signing, and docketing orders. It is fully integrated with the CM/ECF system and allows attorneys and trustees to submit orders electronically and provides judges and court staff with the ability to process and sign these orders. The major benefits of this integration are that attorneys using CM/ECF do not have to learn new software to submit orders to the court and court staff can process motions and orders with the same program. E-Orders requires a minimal amount of new data entry since it can access most of the pertinent case-related information (case title, related document, description, etc.) from the CM/ECF database.

E-Orders was designed to be flexible so that courts can use its many features in a variety of ways. For example:

- Access to incoming orders can be easily configured, as well as the number and types of folders where the orders are routed (placed).
- The application has features such as adding notes to alert the judge about problems or simple reminders. It allows selection of the type of orders to review or sign.
- Security features provide levels of access to authorized users and ultimately to prevent anyone but the judge from electronically signing the orders.
- A feature allows judges to consider and sign orders when covering for a fellow judge.

Signing orders is only one of the options available to the judge once an order has been forwarded to them. The judge can decide to deny the relief; when this occurs, the application places a customized digital stamp on the order

along with the judge's electronic signature. This feature is flexible enough to allow the judge to have multiple individualized digital stamps. The judge also can decide not to sign an order, attach an edited note to it, and electronically route it back to a judicial assistant, law clerk, or courtroom deputy for further action.

E-Orders has the ability to upload, route, and sign orders in batches. Chapter 13 trustees can upload a number of standard orders in batch. Court staff can review and route these orders in batch to the judge for signature. The judge can then decide to sign these orders in batch. This can be a tremendous savings in time and effort.

2. E-Order Process Overview

The E-Orders application enables order processing from the submission of a proposed order, to review, and signing of the order. The process in each court may vary, but the system is flexible enough to accommodate variations. An application administrator establishes and maintains the user accounts, security, and access to the system. The basic process is:

- Proposed orders are uploaded into E-Orders by either internal or external users.
- Uploaded orders are electronically routed and reviewed by the necessary staff.
- Once the order is ready for signature, it is electronically routed to the judge who can sign the order electronically.
- After the order is signed, it is manually docketed by court personnel.

3. Uploading Orders

3.1. Overview

Uploading proposed orders into the E-Orders application begins the process. **All orders must be converted to PDF format before uploading.** Orders can be uploaded in both bankruptcy cases and adversary proceedings. The orders must be associated with a specific case and related document except for batch and *sua sponte* orders, which cannot be associated with a

document. Orders can be uploaded by attorneys, trustees, and court staff. Attorneys can only upload orders one at a time. Chapter 13 trustees and court users can upload orders one at a time and in batches. *Sua sponte* orders can only be uploaded by chambers users.

3.2. Uploading Orders Related to Bankruptcy Case Matters

To upload a proposed order related to a bankruptcy case matter:
  • Click **Bankruptcy** on the CM/ECF Main Menu bar. The *Bankruptcy Events* screen appears (see Fig. 3.2-1);

Figure 3.2-1

  • Click **Order Upload** and the *Select Upload Type* screen appears (see Fig. 3.2-2 for Attorney version and Fig. 3.2-3 for Internal Users version).

Figure 3.2-2

Figure 3.2-3

3.2.1 Upload Single

The **Upload Single** selection permits a user to upload one order at a time. This is the only selection available to attorney filers.

- Click **Upload Single** and the *Enter Case Number* screen appears (see Fig. 3.2-4).

Figure 3.2-4

- Type the case number of the bankruptcy case where the matter related to the proposed order was filed. The application will recognize all CM/ECF case numbering schemes.
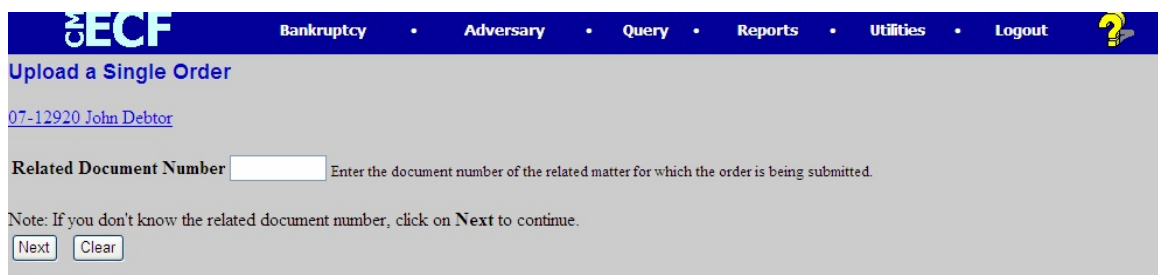- Click **Next** and the *Related Document Number* screen appears (see Fig. 3.2-5).

Figure 3.2-5

- Type the document number of the docket entry to which the proposed order is related (such as a motion) in the space provided. Click **Next**. The *Upload a Single Order* screen appears (see Fig. 3.2-8).
- If the document number of the docket entry to which the proposed order is related is unknown, Click **Next** on the *Related Document Number* screen without entering a related document number. A *Search Criteria* screen appears (see Fig. 3.2-6).

*NOTE: A user may also Click the **case number hyperlink**, which produces a docket report for the case. When external users click this link, the PACER login page will appear. Costs are associated with looking at the docket report.*

Figure 3.2-6

- The **Search Criteria** screen contains three selections. A related event category must be selected. The selection will almost always be *motion*. Optionally, enter a **Filed** date and/or **Documents** number range to help narrow the search results. Dates are entered in mm/dd/yyyy format.

- After making selections, click **Next**. A *Search Results* screen appears (see Fig. 3.2-7).

Figure 3.2-7

- If the document related to the order is not shown, click the browser Back button to return to the *Search Criteria* screen. Change search criteria for a wider/different search.
- If only one document is found, it will automatically be selected.
- If the document appears in a list, Click the check box to select and Click **Next**. The *Upload a Single Order* screen appears (see Fig. 3.2-8).

Figure 3.2-8

- The **Case Number**, **Case Name**, **Related Document Number**, and **Related Document Description** are shown at the top of the screen.
- Select an **Order Type** from the drop-down list. The **Order Type** selections are:
  Standard
  Ex Parte
  Ch 13 Expedited
- Bypass the hearing date. A date entered here is not used by CM/ECF or by vCal.
- The **File to Upload** field is where the path and filename of the proposed order PDF file is entered. Click the **Browse** button to locate and select the file.
- Finally, review all the information carefully and, if correct, Click **Next**. A *Submission Confirmation* screen appears (see Fig. 3.2-9).

Figure 3.2-9

• The uploaded PDF may be viewed by clicking the hyperlink.

3.2.2 Upload an Additional Order or Replace an Order

In some instances an uploaded order may need to be replaced or a second order uploaded. For example, a judge might direct an attorney to submit a revised order. The attorney submitting the original order can replace it with another order. An order cannot be replaced if the original order has already been routed to the Judge. An attorney filer cannot replace an order uploaded by another attorney.

- The process of replacing an order or uploading an additional order is essentially the same as the upload process described in section 3.2.1.
- Type the document number of the docket entry the proposed order is related to (such as a motion) in the space provided on the *Related*
- *Document Number* screen and Click **Next** (see Fig. 3.2-5).
- A warning page appears stating that an order(s) exists for this document number. The warning page provides the option to create a new order or replace an existing order (see Fig. 3.2-10).

Figure 3.2-10

- Click the appropriate radio button to select either **Upload another order** or **Replace the current order**.
- If *Replace the current order* is chosen, Click the check box next to the order being replaced.
- Click the PDF hyperlink to review the existing proposed orders to determine the order to be replaced.
- Multiple boxes may be checked to replace more than one order at a time.
- Click **Next** after making selections. The *Upload a Single Order* screen appears (see Fig. 3.2-8).
- Add the necessary information to complete the upload process as described in section 3.2.1.

3.2.3 Form, Folder, Opinion Database and Notes

The **Folder, Add to Opinion Database** and **Notes** selections only appear for authorized court users (see Fig. 3.2-8).

- **Folder** routing allows court users to upload an order and route it at the same time. The routing selections are:
  - *Judge/Sign*
  - *Judge/Review*
  - *Judge/Deny*
  - *Judge/Moot*
  - *Judge/Withdrawn*
  - *Judge/Dismissed*
- After making a selection and clicking **Next**, the order is uploaded to the application, routed to the judge, and a *Confirmation* screen appears.
- When the **Add to Opinion Database** checkbox is checked, the order will be "tagged" as an opinion.
- Court users can type information in the **Notes** box and the information will be sent to whomever processes the order.

3.2.4 Upload Batch

Upload Batch allows Chapter 13 trustees and court personnel to upload multiple proposed orders at one time. Chapter 13 trustees can only upload orders for cases assigned to them. Every case in a batch will have the same **Order Type** and **Order Description**. A separate proposed order PDF for each case is required.

- After selecting **Order Upload** from the **Bankruptcy Events** menu, select **Upload Batch** on the *Upload Type Selection* screen (see Fig. 3.2-11).

Figure 3.2-11

• Click **Upload Batch**. The *Upload Batch Orders* screen appears (see Fig.3.2-12).

Figure 3.2-12

• Enter the **Order Type**, **Order Description**, **Hearing Date** (if appropriate), and the **Case Number(s)**.
• The **Order Type** options are the same as those listed in Upload Single.
• The **Order Descriptions** are:
>   *Order Allowing Claim*
>   *Order Confirming Chapter 13 Plan*
>   *Order Denying Chapter 13 Plan*
>   *Order Disallowing Claim*
>   *Order Dismissing Claim*
>   *Order Withdrawing Chapter 13 Dismissal*
>   *Order for Dismissal Chapter 13 Case for Failure to File*
>   *Documents*
>   *Order for Dismissal Chapter 13 Case for Failure to Make Plan*
>   *Payments*
>   *Order for Dismissal Chapter 13 Case for Other Reasons*
>   *Order on Objection to Claim*
>   *Other*

• Type the **Case Number(s)** for each order in the format xx-xxxxx. Press [Enter] after each case number to create a list of case numbers.
• The number of cases that can be listed is unlimited, but the recommended number to enter is not more than 50 numbers at a time. If a mistake is made, the entire list must be retyped.
• Click **Next** after typing the case number list. The *Batch Orders PDF Selection* screen appears (see Fig.3.2-13).

Figure 3.2-13

• Click **Browse** next to each case to locate and select the file and path name of the appropriate proposed order PDF file.
• Click **Next** after attaching all PDF files. A *Confirmation* screen appears (see Fig.3.2-14).

Figure 3.2-14

• Click **Next** to view the uploaded documents (see Fig.3.2-15).

Figure 3.2-15

• Click each PDF file hyperlink to view the uploaded order.

3.2.5 Replace an Order in Batch

In some instances, a batch uploaded order may need to be replaced. An order cannot be replaced if the original order has been routed to the Judge. Chapter 13 trustees can only replace orders for cases assigned to them. The process is the same as in **Upload Batch**, Section 3.2.4.

- After completing the *Upload Batch Orders* screen (see Fig.3.2-12), a *Warning* screen appears stating that an order will be replaced (see Fig.3.2-16). The original PDF should be reviewed by clicking the hyperlink to ensure that the correct order is being replaced.
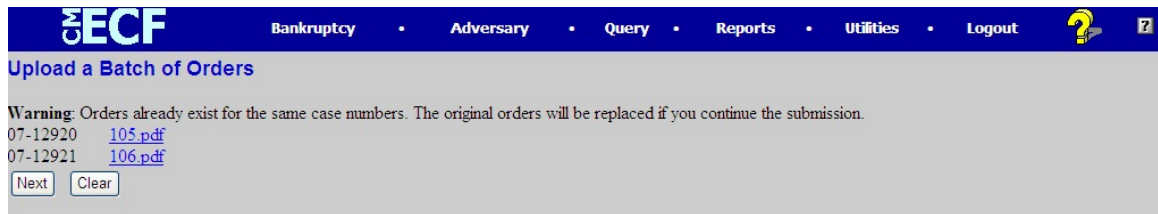

Figure 3.2-16

- If the user wishes to replace the orders, Click **Next** and continue the Batch Upload process. The user will be prompted to attach the new PDF files.
- When PDF files have been attached, a *Confirmation* screen appears with the option of viewing the newly uploaded order.

3.3. Uploading Orders Related to Adversary Proceedings

The process for uploading orders to adversary proceedings is the same as uploading orders to bankruptcy cases. Users must select **Adversary** on the CM/ECF Main Menu instead of **Bankruptcy.**

4. Order Query (E-Orders)

The **Order Query (E-Orders) Report** is available to all users to check the status of proposed orders. To access, Click the **Order Query (E-Orders)** hypertext link on the **Reports** menu. The *Query Order Status Selection* screen appears.

- Attorneys can only review proposed orders pending in individual cases (See Fig. 7- 1).
- Court users can review proposed orders pending in individual cases or by the name of the person who submitted the order (See Fig. 7.-1).

Figure 7.1

- Click **Next** after entering the desired search clues. An **Order Query (E-Orders) Report** appears (See Fig, 7.-2).

All pending orders that match the search clue(s) are shown in the report. Hypertext links to allow the user to find out more about the pending orders. Click a selection on the CM/ECF Main Menu Bar to exit the report.

Case Number	Related Doc#	Order	Type	Description	Submission Date	Submitter	Status
07-12921 Jane Debtor		67.pdf	Ex Parte (no Hearing Required)	Order Confirming Chapter 13 Plan	10/22/2007	JT Testca	Being Processed
07-12921 Jane Debtor		52.pdf	Ex Parte (no Hearing Required)	Order Dismissing Case	10/29/2007	JT Testlc	Being Processed
07-12921 Jane Debtor		106.pdf	Standard	Order Denying Chapter 13 Plan	10/29/2007	JT Testcrd	Being Processed
07-12921 Jane Debtor		108.pdf	Standard	other Sua Sponte Order	10/29/2007	JT Testcrd	Being Processed
07-12921 Jane Debtor		107.pdf	Standard	Order Disallowing Claim	10/29/2007	JT Testcrd	Being Processed

Figure 7.2