



eORDERS ORDER UPLOAD



Quick Links

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Introduction

eOrders is a web-based application originally developed by the United States Bankruptcy Court for the Western District of Texas that is now fully integrated into CM/ECF. Using the “**Order Upload**” module in CM/ECF:

- Registered filers upload proposed orders into the CM/ECF database for internal routing (these orders are not “filed” in a case nor do they appear in the record until signed);
- Judges and court staff can efficiently route, review, sign, and docket uploaded orders;
- Chambers staff can return a deficient order to the submitter by email;
- Attorneys may use the system to replace an order already uploaded or upload an additional order;
- Registered CM/ECF filers can check the status of orders they have uploaded; and
- Judges can efficiently affix their signatures as well as additional text to the top of the first page of an order.

Types of Orders to be Submitted Using Order Upload

Unless the court directs otherwise or the type of order is listed below, all proposed orders may be submitted using **Order Upload**. Pursuant to LBR 9072-1, **Order Upload** should not be used for the types of orders or in the situations listed below. These orders, in a *word processing format*, should be transmitted by email to orders@hib.uscourts.gov:

- Proposed findings of fact and conclusions of law;
- Where a party entitled to approve the form of order has failed or refused to do so timely; and
- Where a party wishes to include a letter or other document (such as a redlined version of the order).

Technical Requirements



Proposed orders must be PDF files and no security should be applied to the file. It is highly recommended that proposed orders created using a word processing application such as Word or WordPerfect be converted to a PDF rather than by scanning a printed copy of a document. This makes the submissions text-searchable and more legible. Form orders published by the court must be “flattened” before uploading to lock in information. “Print” to PDF - if your software does not have this capability, print the order on paper and scan it to make a PDF file.

Format Requirements

The format requirements for a proposed order are specified in LBR 9072-1(c). Most importantly, orders submitted using **Order Upload** must:

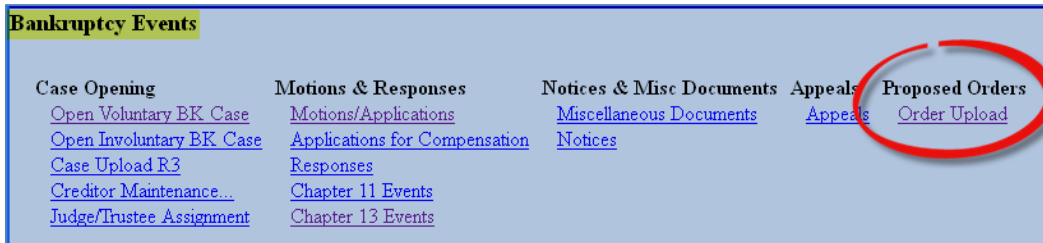
- Reserve the top 3 inches of the first page for the judge’s signature and any additional text the judge wishes to add;
- Indicate where the text of the order ends by placing **“END OF ORDER”** in bold, upper case letters, centered on the page, one line below the end of the order’s text;
- Place signatures for approval as to form or by parties to a stipulation below the **END OF ORDER** notation;
- Attach exhibits and appendices after the page with the **END OF ORDER** notation;
- Identify the attorney who is submitting the order by placing the attorney’s name, firm, street address, telephone number, fax number, email address, and name of the party being represented, directly below the **END OF ORDER** text, to the left of the page; and
- Include, on a separate page, the Notice List required by LBR 9022-1(b) with the names and addresses of the contesting parties who should be given notice of the order’s entry (a copy of the actual order is to be served by the party obtaining relief).

Example of Signed Order Using eOrders

Date Signed: July 25, 2013		SO ORDERED.  Robert J. Faris United States Bankruptcy Judge
[The judge may enter additional text in this space if needed.]		
UNITED STATES BANKRUPTCY COURT DISTRICT OF HAWAII		
In re: JOHN DOE.	Miscellaneous Proceeding No. 10-70007	
<u>ORDER GRANTING MOTION</u>		

Order Upload

After preparing the proposed order in accordance with LBR 9072-1 and the above requirements and logging in to CM/ECF, select **Bankruptcy Events > Proposed Orders > Order Upload** for an order in a bankruptcy case, or **Adversary Events > Proposed Orders > Order Upload** for an order in an adversary or miscellaneous proceeding.



Selecting Type of Order to Upload

Once **Order Upload** is clicked, you may select:

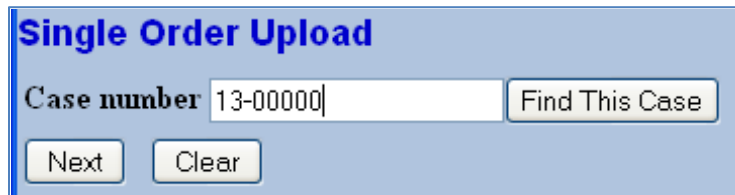
- **Single Order Upload** for *orders with an underlying motion or application*. You will be required to enter the docket number of the related motion before proceeding.
- **Order -- No Related Motion** for *orders that are not directly related to a motion*, such as a stipulated or agreed order, a judgment, or a wage order.



[Note: A Trustee in a chapter 7 or chapter 13 case may have an additional option - *Batch Order Upload* - for submitting multiple orders of the same type, such as plan confirmation orders.]

Single Order Upload

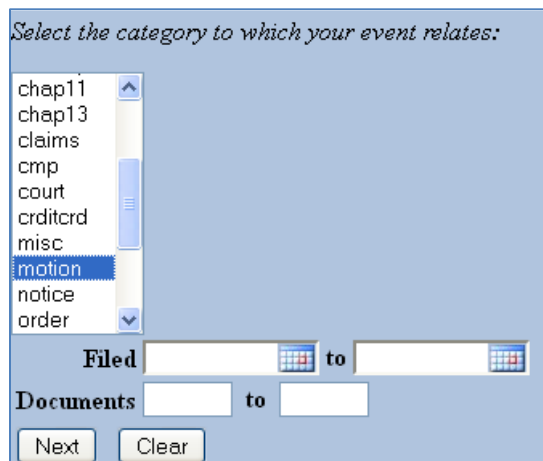
- 1 After selecting **Single Order Upload**, you will be prompted to enter the case number.



- 2 Click **Next** and you will be prompted for the docket number of the related motion.



- 3 Enter the docket number and click **Next**. If you do not know the docket number, leave the field blank and click **Next**. You will be prompted to select a category (probably “motion”) but you may select all categories. You can also narrow the search by filing date or range of docket numbers.



- 4 Check the box next to the motion which is the subject of the order you are submitting. Click **Next**.

Select the appropriate event to which your event relates:

06/01/2013 [3](#) Motion to Value Collateral (Da Car) ; Notice of Deadline to Object . Filed by Elsie Cow. (Eagle, Legal)

06/01/2013 [4](#) Motion to Avoid Lien of Money Bags ; Notice of Deadline to Object . Filed by Legal Eagle on behalf of Elsie Cow. (Eagle, Legal)

- 5 Once the proposed order is related to the underlying motion, you will be prompted for **Order type** and a **Hearing date and time**. Select **Order** for **Order type**. Enter the hearing information if one was scheduled or held; otherwise leave blank. Click **Next**.

Related document number: 4
Related document description: Motion to Avoid Lien

Order type

Hearing date

- 6 You will be prompted to select the PDF file for uploading. Browse for the file, open it by right-clicking on your mouse to verify you have selected the correct document, and double-click on the file or click the **Open** button in the lower right corner of the File Upload pop-up box to select the PDF for uploading. Before continuing, you have the opportunity to add one or more attachments, such as an exhibit. Click **Next**.

Single Order Upload

Filename

Attachments to Document: No Yes

File Upload

Look in:

13-00088_avd_lien.pdf

My Recent Documents

- 7 The upload is complete when you see the message on the next screen advising that the upload was successful. The screen information includes the case number, the related docket number, and the **Order ID** for tracking. You may click on the **Order ID** to view the document you have just uploaded.

Single Order Upload
[13-00088 Elsie Cow](#)

The new document 13-00088_avd_lien.pdf was uploaded successfully

Order type: Order
[13-00088 Elsie Cow](#)

Related document number: 4
Related document description: Motion to Avoid Lien
Order ID: [226](#)

Order -- No Related Motion

- 1 If there is no underlying motion or application, you must select **Order -- No Related Motion** for **Order type**.

Order Upload for Bankruptcy

[Single Order Upload](#)
[Order -- No Related Motion](#)


- 2 On the next screen, there are fields for:
 - **Order type** - select **Order** [required]
 - **Order description** - select the appropriate description (the list includes a generic option: **Other Order -- No Related Motion**) [required]
 - **Hearing date** - *leave blank*, unless the order arises from a hearing
 - **Case number** - enter the case number [required]

Click **Next**.

Sua Sponte Order Upload

Order type: Order ▾

Order description: Stipulated Order/Judgment ▾

Hearing date: 

Case number: 13-90006

- 3 The next screen provides the short title of the case or proceeding so can check that you entered the correct case number. Click **Next**.

Sua Sponte Order Upload

13-90006 Dog v. Cat

- 4 Browse and select the correct file for uploading, as described in Step 6 under **Single Order Upload** on the previous page. You will be given verification that the proposed order has been uploaded successfully. The system will give the document an **Order ID** with a link to view it.

Rejected Orders

The court may find a proposed order deficient or that provisions should be added or modified. With eOrders, the court may return the order by email to the submitting party. The email sender and subject information will look something like that below.

Who	Subject	Date
BKECF_LiveDB	Rejection of Proposed Order Uploaded for Case No. 13-00088 In Re: Elsie Cow	07/01

The message may look something like the following, although the message may contain different or additional instructions.

The proposed order [1oorder.pdf] uploaded in CM/ECF on 07/01/2013 11:26 by Eagle, Legal for Case No. 13-00088 is not acceptable. Please revise and resubmit. DO NOT REPLY TO THIS EMAIL. Questions should be directed to (808) 522-8111 or orders@hib.uscourts.gov.

Replacing an Uploaded Order; Uploading an Additional Order

If you have already uploaded a proposed order, you may replace it (so long as it has not already been routed to the judge for signing) or upload an additional order. Follow the steps described in **Single Order Upload** or **Order -- No Related Motion**. Prior to selecting the PDF file to upload, the following screen will appear.

Sua Sponte Order Upload

Warning: Order(s) already exist for the same case.

Upload another order
 Replace the order(s)

<u>Proposed Order</u>	<u>Submitter</u>	<u>Date Submitted</u>
Proposed order 227	Attorney, Abel	06/09/2013 1:31 pm

Next Clear

The system will warn you that you have already uploaded an order. A link is provided so that you may view it. In order to continue, you must select one of two radio buttons - whether you wish to upload an additional order, or whether you wish to replace what you have previously uploaded. Note! This warning only concerns orders that you have uploaded - it is possible that another attorney also has uploaded orders in the same case for consideration.

If you select **Upload another order**, you will proceed just as described in the sections on **Single Order Upload** or **Order -- No Related Motion**. The system will recognize that there is more than one order to be reviewed and will alert chambers staff to that fact.

If you select **Replace the order(s)**, a button will appear in front of the previously uploaded order(s). You must select the order(s) being replaced before you can continue. Note! You cannot replace an order uploaded by someone else.

Warning: Order(s) already exist for the same case.

Upload another order
 Replace the order(s)

<u>Proposed Order</u>	<u>Submitter</u>	<u>Date Submitted</u>
<input checked="" type="radio"/> Proposed order 227	Attorney, Abel	06/09/2013 1:31 pm

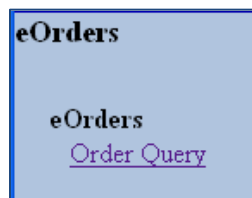
Next Clear

Order Query - Checking Status of an Order

You may check the status for orders that you have uploaded by going to **Reports > eOrders > eOrders**.



Click on **eOrders** and **Order Query** will appear on the next screen.



Click on **Order Query** and you will be prompted to enter the following:

- Case Number
- Submitted date range
- Docket date range

You may also set parameters to include proposed **orders where no action was taken** (showing replaced and rejected orders), **orders that have been docketed** (already signed and entered on the docket), and **orders being processed** (still under review).

A screenshot of the 'Order Query' form. It has a title 'Order Query' in blue. Below the title are three input fields: 'Case Number' (a single text box), 'Submitted date' (two date pickers with a 'to' label between them), and 'Docket date' (two date pickers with a 'to' label between them). Below these fields are three checked checkboxes with labels: 'Include proposed orders where no action was taken.', 'Include proposed orders that have been docketed.', and 'Include proposed orders that are being processed.'. At the bottom of the form are two buttons: 'Next' and 'Clear'.

If you do not limit the query to a particular case, or submission or docket date range, the report will list all orders that you have uploaded using **Order Upload**. If you have submitted a number of orders over time, you should place limits on your query. Note that the default setting lists 10 orders on the screen. You may change this setting and click **Refresh**. You may also “jump” to a particular line.

Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
11-00019 Willy Wage	17	85	Ex Parte (No Hearing Required)	Chapter 13 Plan	04/04/2013	Attorney, Abel	Being Processed
11-00019 Willy Wage	17	86	Ex Parte (No Hearing Required)	Chapter 13 Plan	04/04/2013	Attorney, Abel	Docketed 2013-04-04 11:13:53
12-00023 Adam Bald EagleHIB07 and Harp E. Eagle	5	78	Other	Motion to Authorize Sale	04/02/2013	Attorney, Abel	Docketed 2013-04-02 15:47:48
12-00026 Wilma Vacaville	5	124	Ex Parte (No Hearing Required)	Debtor's Motion to Convert Case to Ch 12	04/08/2013	Attorney, Abel	Being Processed
12-00026 Wilma Vacaville	6	125	Ex Parte (No Hearing Required)	Motion for Accounting	04/08/2013	Attorney, Abel	No Action Taken 06/04/2013
12-00100 Wally Wind and Wilma Wind	2	19	Hearing Held	Motion for Accounting	11/29/2012	Attorney, Abel	Docketed 2012-11-29 09:57:31
12-00100 Wally Wind and Wilma Wind	2	20	Hearing Held	Motion for Accounting	11/29/2012	Attorney, Abel	Docketed 2012-11-29 10:38:32
12-00100 Wally Wind and Wilma Wind	2	21	Hearing Held	Motion for Accounting	11/29/2012	Attorney, Abel	Docketed 2012-11-29 10:40:31
12-00100 Wally Wind and Wilma Wind	2	24	Hearing Held	Motion for Accounting	12/01/2012	Attorney, Abel	Docketed 2012-12-05 10:07:13
12-00100 Wally Wind and Wilma Wind	8	25	Hearing Held	Motion for Exemption from Credit Counseling	12/01/2012	Attorney, Abel	Docketed 2012-12-01 07:21:20

The report contains links to view the order you have submitted, as well as the case docket and any related motion.

Sample Order for Compliance with LBR 9072-1(c)

3 Inch Top Margin

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII**

In re:

Debtor.

Case No. _____

Chapter ____

Related Docket No.: ____

ORDER GRANTING MOTION

The Motion to _____, filed _____, was heard on _____, with appearances by _____.

For the reasons stated on the record pursuant to Fed. R. Bankr. P. 7052, the Motion is GRANTED.

END OF ORDER

Approved as to form/Stipulated:

Submitted by:

Attorney

Street Address

City, State, Zip

Phone, Fax, Email

Attorney for _____