



ECF: Order Upload (E-Orders)

On **Tuesday, May 28, 2013**, The United States Bankruptcy Court for the Northern District of Texas will implement Order Upload: E-orders. Order Upload (E-Orders) is a module incorporated into ECF to upload and process proposed orders. This guide provides other important information regarding these features. *A significant feature of Order Upload (E-Orders) is that proposed orders must be submitted in PDF.*

If you have any questions or need further assistance docketing, contact the ECF Help Desk at (800) 442-6850.

Order Upload (E-Orders)

- Single Order Upload..... 2
- Batch Order Upload..... 7
- Proposed Order Guidelines 13
 - Rejection Policy..... 14

Single Order Upload

To upload a proposed order, click on Bankruptcy [Bankruptcy > Order Upload > Single Order Upload] or Adversary [Adversary > Order Upload > Single Order Upload] (see Figure 1). Click on Order Upload and then, click on Single Order Upload.

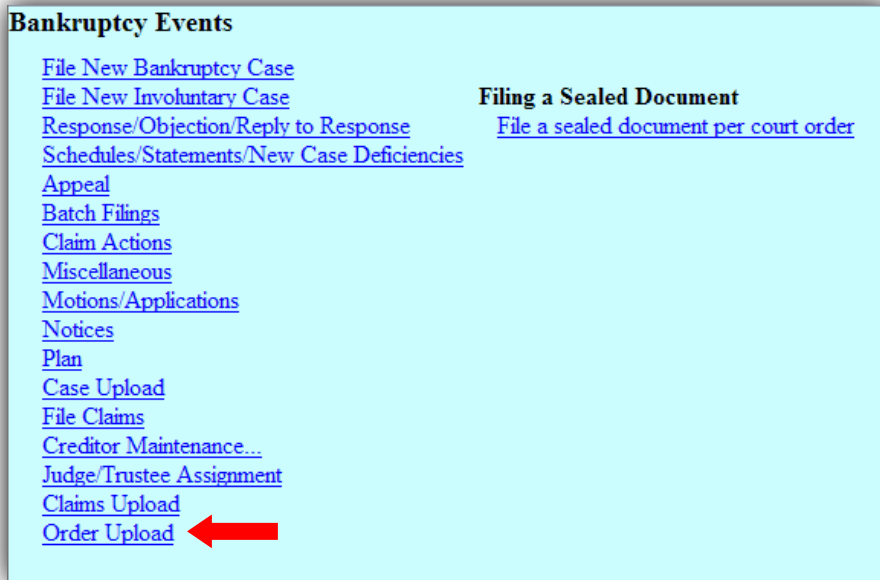


Figure 1

Enter the Bankruptcy case or Adversary proceeding number and click Next (see Figure 2), you must link a proposed order to a related document in order to proceed. Enter the related document number and then, click Next.

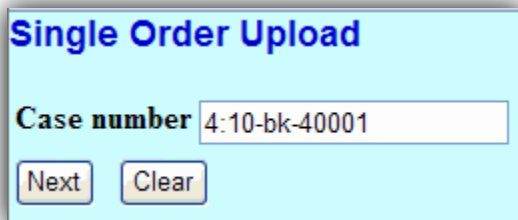
A screenshot of a web form titled "Single Order Upload". The form has a light blue background. It contains a label "Case number" followed by a text input field containing the value "4:10-bk-40001". Below the input field are two buttons: "Next" and "Clear".

Figure 2

IF YOU DO NOT HAVE THE RELATED DOCUMENT NUMBER AVAILABLE

If you do not have the related document number available, you can proceed and browse the docket sheet for the document on the next screen (see Figure 3). Click Next.

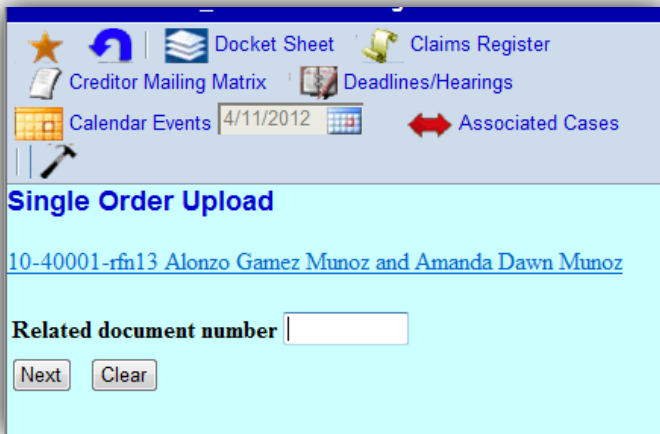


Figure 3

Select the category to which your order relates and click Next (see Figure 4 & 5).



Figure 4

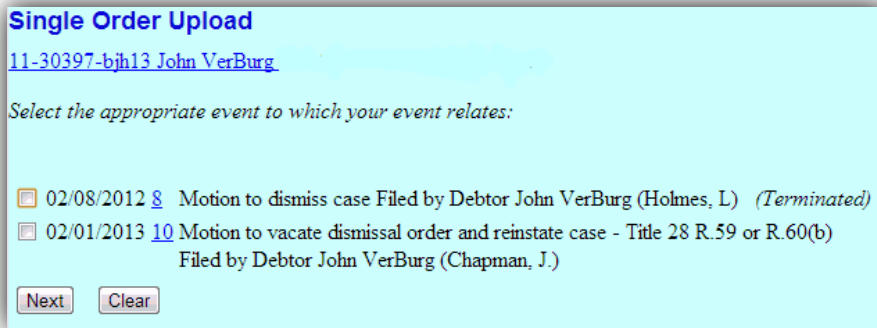


Figure 5

Select the **Order type** from the list. If you select *Hearing Held* as the Order type, enter the date and time that the matter was set on the court's docket (see Figure 6). Upon selection of an Order type, please keep in mind the following:

- If your motion has been set for hearing *and* you have an agreed order, choose *No Hearing Required* as the Order type.
- If a hearing is set or a hearing has been held, you must clear out the Hearing Date and Time in order to upload an order using *Expedited* or *Other* Order type. Typically, you should use the Order type *Hearing Held* for matters that have been heard.
- For the Order type *Hearing Held*, the Hearing Date and Time will pre-populate from the related Notice of Hearing entry. If you did not have a hearing, you are not able to use the Order type *Hearing Held*.
- For matters heard at the Chapter 13 Office, you may use the Order type *No Hearing Required*. If you select the Order type *Hearing Held*, you must enter the date and time the matter was heard at the court.
- For Interlocutory orders uploaded by Chapter 13 Trustee's Office staff on matters heard at the Chapter 13 Office, use the Order type *No Hearing Required*.

Order type: Hearing Held

Note: If the related document is an amendment and the original document has been set for a hearing, then select order type of Hearing Scheduled.

Hearing date: [Calendar icon] Hearing time: [AM] [PM]

Next Clear

Figure 6

Click Next. Browse for the PDF of the proposed order and attach (see Figure 7). Be sure to open the PDF and view the proposed order to ensure you are uploading the correct order *and* that it complies with proposed order specifications.

Single Order Upload

Filename

Attachments to Document: No Yes

Figure 7

If there are any attachments to the proposed order, click the radio button “Yes” to add any attachments to the upload; any attachments must also be in PDF format. Browse for the PDF and attach (see Figure 8). Select the category and/or enter the description in the corresponding fields. Click *Add to List*. When you have completed adding attachments, click *Next*.

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename

2) Fill in the fields below.

Category *and/or* **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Figure 8

Once the process is complete, the confirmation page details the case number, the case name, the related document number and description, and the Order ID (see Figure 9).

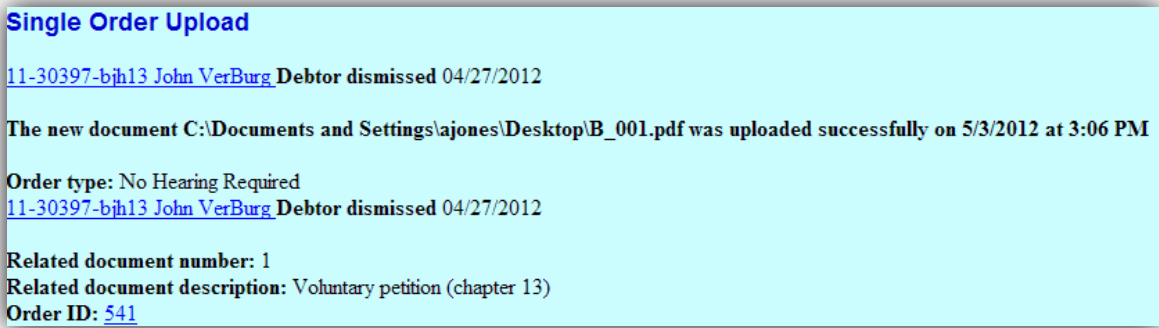


Figure 9

IF A PROPOSED ORDER ALREADY EXISTS FOR THE SAME CASE AND RELATED DOCUMENT

If a proposed order relating to the same document has previously been uploaded, you receive a warning message (see Figure 10). You may upload another proposed order by selecting *Upload another order*. You may also replace an order by selecting *Replace the Order(s)*. Click on the Order ID to view the proposed order and ensure you are replacing the correct order. Check the box next to the Order ID you want to replace. Click Next.

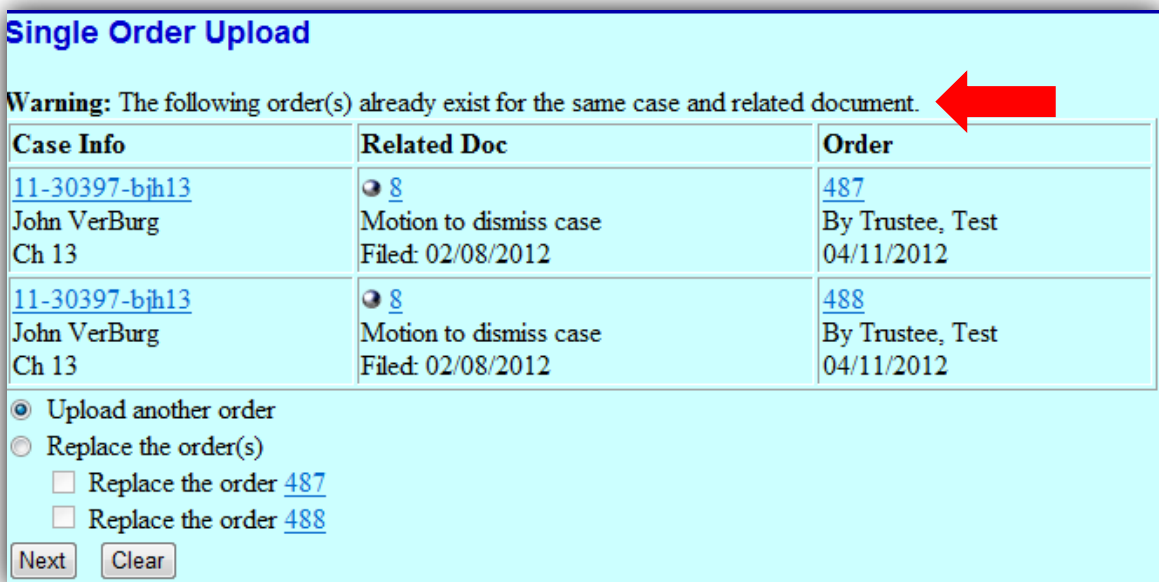


Figure 10

Once the process is complete, the confirmation page details the case number, the case name, a message stating a new document was uploaded, the related document number and description, and the Order ID (see Figure 11).

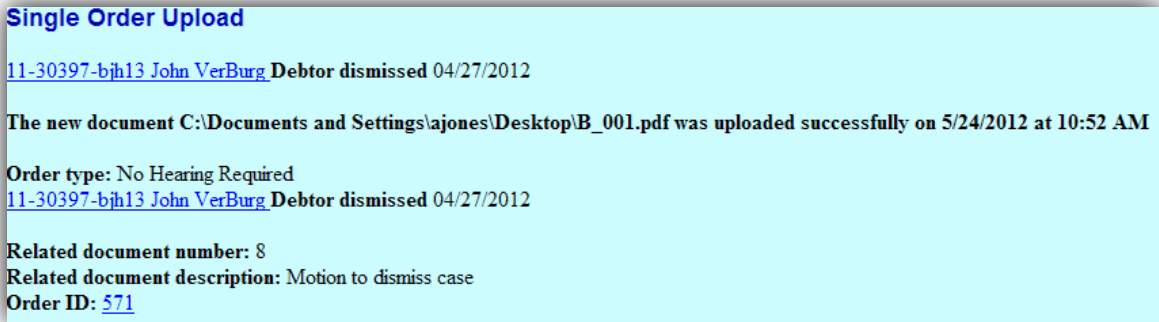


Figure 11

Batch Order Upload

Chapter 13 Trustees may upload PDFs of proposed orders as Batch Orders. To upload Batch Orders, go to Bankruptcy, click on Order Upload and then click on Batch Order Upload [Bankruptcy > Order Upload > Batch Order Upload]. Select the Order type from the list. For Chapter 13 Batch Orders, select from the nine specific Order types related to Chapter 13 matters. ***Do not use any other order type to upload Batch Orders.*** Select the Order description from the list. The Order description should match the Order type. For instance, if you are uploading Batch Orders for Order Confirming Chapter 13 Plan, select the Order Type *Chapter 13 Order Confirming Plan* and the Order description *Order Confirming Chapter 13 Plan*. Enter each case number for the Batch Orders you are prepared to upload. An additional *Case number(s)* field appears as case numbers are entered (see Figure 12).

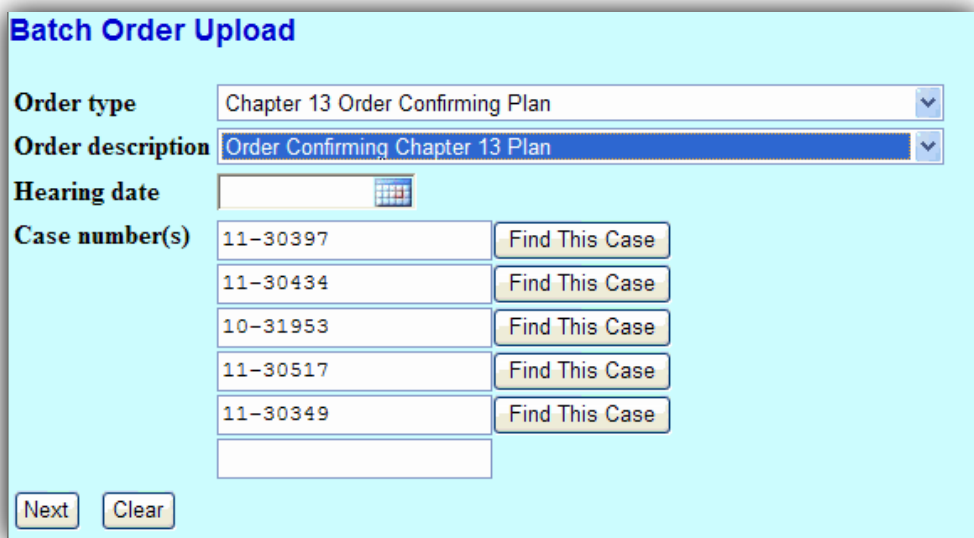


Figure 12

Once you have entered all case numbers, click Next. To attach PDFs of Batch Orders, click the button to *Add Main Document* (see Figure 13). Be sure to open the PDF and view the proposed order to ensure you are uploading the correct order *and* that it complies with proposed order specifications.

The screenshot shows a light blue interface titled "Batch Order Upload". It contains three distinct sections, each representing a case. Each section includes a case number and name, followed by a button labeled "Add main document".

- Case 1: 11-30397-bjh13 John VerBurg
- Case 2: 11-30000-sgj7 Gerald William Templin and Gaile Lynn Templin
- Case 3: 11-30001-hdh13 Angel Manuel Acosta and Iris Esther Acosta

Figure 13

If necessary, filers can add an attachment to a Batch Order; any attachments must also be in PDF format. After uploading the main document, click the button *Add Attachment* (see Figure 14).

The screenshot shows the "Batch Order Upload" interface with the "Add attachment" button for the first case circled in red. Below each case entry is a table showing the details of the uploaded main document.

File Name	Category	Description	Size	Delete	Status
B_001D_1209f[1].pdf		Main Document	610 KB	<input checked="" type="checkbox"/>	Added to List

At the bottom of the interface, there are "Next" and "Clear" buttons.

Figure 14

After uploading an additional attachment, enter the *Category* and/or *Description* of the document (see Figure 15).

File Name	Category	Description	Size	Delete	Status
B_001D_1209f[1].pdf		Main Document	610 KB	<input checked="" type="checkbox"/>	Added to List
B_001.pdf			342 KB	<input checked="" type="checkbox"/>	Add category and/or description

Figure 15

In the *Category* or *Description* column, click in the space within the row to enter text (see Figures 16 & 17). Enter the necessary information for each attachment; you are **unable** to proceed if you have uploaded an attachment and **DO NOT** enter a category and/or description. Click *Save* for each *Category* and/or *Description* you have entered.

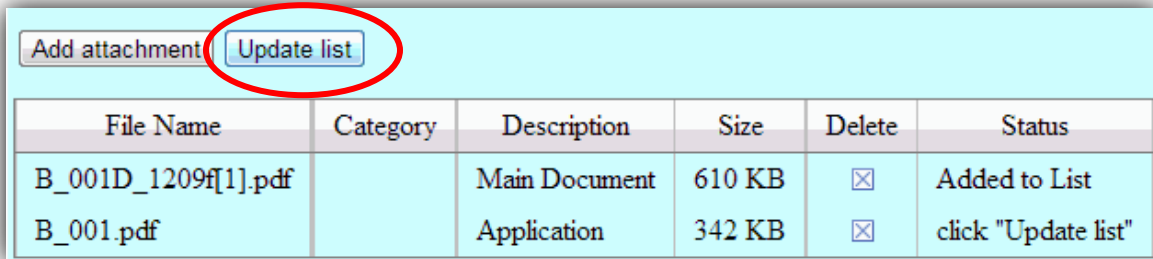
File Name	Category	Description	Size	Delete	Status
B_001D_1209f[1].pdf		Main Document	610 KB	<input checked="" type="checkbox"/>	Added to List
B_001.pdf		Application	342 KB	<input checked="" type="checkbox"/>	Add category and/or description

Figure 16

File Name	Category	Description	Size	Delete	Status
B_001D_1209f[1].pdf		Main Document	610 KB	<input checked="" type="checkbox"/>	Added to List
B_001.pdf	Appendix		342 KB	<input checked="" type="checkbox"/>	Add category and/or description

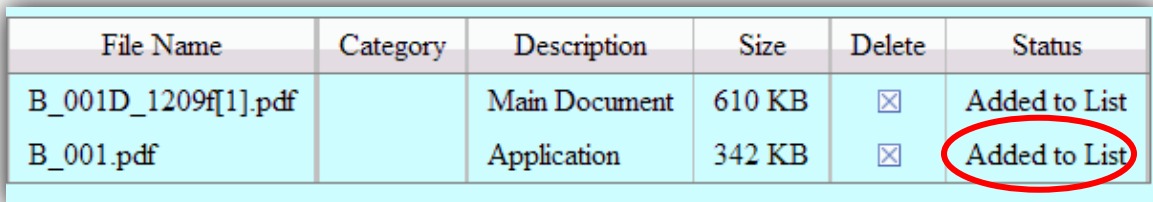
Figure 17

Once complete, click the *Update List* button to accept the description of any attachments you have added (see Figures 18 & 19).



File Name	Category	Description	Size	Delete	Status
B_001D_1209f[1].pdf		Main Document	610 KB	<input checked="" type="checkbox"/>	Added to List
B_001.pdf		Application	342 KB	<input checked="" type="checkbox"/>	click "Update list"

Figure 18



File Name	Category	Description	Size	Delete	Status
B_001D_1209f[1].pdf		Main Document	610 KB	<input checked="" type="checkbox"/>	Added to List
B_001.pdf		Application	342 KB	<input checked="" type="checkbox"/>	Added to List

Figure 19

Once complete, the confirmation page details the case numbers, case names, and Order ID for the Batch orders you have uploaded as well as any attachments (see Figure 20).

Batch Order Upload

The following orders were uploaded successfully on 11/26/2012 at 3:52 PM

Order type: Chapter 13 Order Discharging Debtor

Order description: Chapter 13 Order Discharging Debtor

[11-30000-sgj7 Gerald William Templin and Gaile Lynn Templin](#)

File Name	Description	Size	Order Id
B_001D_1209f[1].pdf	Main Document	610KB	660
B_001.pdf	Application	342KB	

[11-30001-hdh13 Angel Manuel Acosta and Iris Esther Acosta](#)

File Name	Description	Size	Order Id
B_001D_1209f[1].pdf	Main Document	610KB	661
B_001.pdf	Application	342KB	

[11-30397-bjh13 John VerBurg](#)

File Name	Description	Size	Order Id
B_001D_1209f[1].pdf	Main Document	610KB	659
B_001.pdf	Application	342KB	

[Do it again](#)

Figure 20

IF A BATCH ORDER ALREADY EXISTS FOR THE SAME CASE AND RELATED DOCUMENT

If a Batch Order relating to the same document has previously been uploaded, you receive a warning message (see Figure 21).

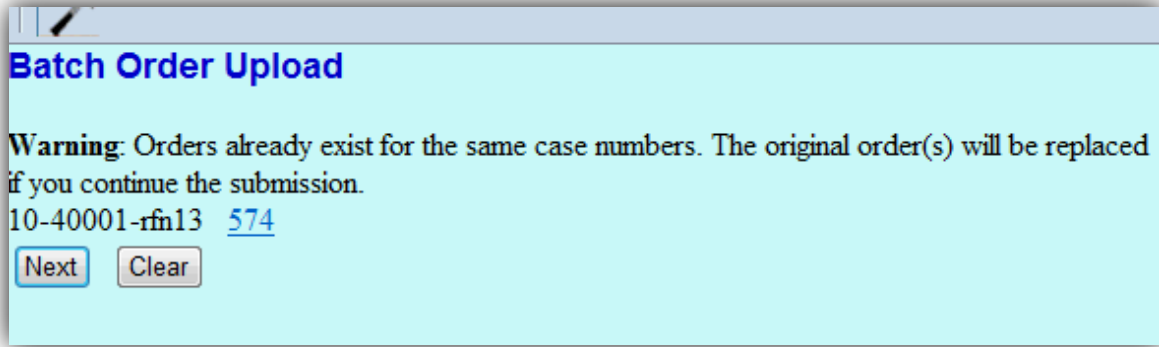


Figure 21

Click Next to replace the order. Once the process is complete, the confirmation page details the case number, the case name, a message stating a new document was uploaded, the related document number and description, and the Order ID.

Proposed Order Guidelines

Use these guidelines for preparing and submitting proposed orders. If our office receives a proposed order that is not formatted as specified below, a member of the judge's staff will attempt to contact you by phone or email to explain the issue. ***Please be aware*** that the court may reject orders not submitted in proper format; if an attorney repeatedly submits improperly formatted orders, the court will reject the orders.

- All proposed orders **MUST** be submitted in PDF format.
- You **MUST** leave a 4-inch margin of blank space at the **TOP** of the first page of your proposed order. **If the margin at the top of the first page is less than 4 inches, the proposed order will NOT be processed.**
- The **LAST LINE** in the order must be "**### End of Order ###**" centered in the middle of the page to indicate the order is completed.
- Signatures of each party entering into an agreed order should be represented with **/s/** followed by the typed name of the party.

Example: **/s/ Joe A. Attorney**

- Please do not include a line for the Judge's signature or a line for the date.
- All proposed orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included after the body of the order and after the **### End of Order ###** on the left side.
- If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties names and addresses shall be included on the order, after the line containing the three (3) pound symbols.
- The fonts used with Adobe Acrobat must be **Arial** or **Times New Roman** (regular, bold, italic, and ***bold italic***, 12). Other fonts will not process correctly through the Court's Noticing Center. Text color must be black. Pages must be numbered.
- Proposed orders should not contain any blank fields. Ensure that you include any actual continued hearing dates and/or objection deadlines in your order.
- Orders should not contain any active links, i.e. email addresses.
- When referencing your motion in the body of the order, ensure you are referring to the motion by title and by document number when possible.

- When opting to create your own order in lieu of using a Form Order provided by the Court, ensure your order contains the specific and identical language contained within the court provided Form Order. For example, specific language within Form Orders BTXN 162 and BTXN 196 must be contained within your proposed order.
- Unless your order is urgent, you are not required to inform the Court that you have uploaded a proposed order. Please allow adequate time for the entry of your order before contacting the Clerk's office to check the status of your order.
- Before inquiring as to the status of your order, please check PACER first. If the order has not been entered one week (7 calendar days) after submission, send an email to the courtroom deputy indicating the case name, related document number, and the date the order was uploaded. We will reply with the status of the order.
- Proposed orders should be submitted after the objection period has expired (including 3 days for mailing) and a Certificate of No Objections has been filed. Proposed orders regarding motions requiring a hearing should be submitted *after* the hearing. If moving party believes the Court can act without a hearing or notice, an order should be submitted at the time the motion is filed. Agreed orders may be uploaded at any time.
- The Chapter 13 Trustee will submit orders on motions by debtor to Reinstate Case, Confirmation Orders, and Modification Orders. All other Chapter 13 orders should be submitted by the moving party **after** the pre-hearing conference and hearing, and must include the signature of the Chapter 13 Trustee.

Rejection Policy

Due to the volume of orders our court processes daily, attorneys must follow the formatting guidelines for our orders program. If your office needs assistance formatting an order, contact the ECF help desk at (800) 442-6850 or <http://www.txnb.uscourts.gov/ecf-help-desk>.

If our office receives an order that is improperly formatted, a member of the judge's staff will attempt to contact you by phone or email to explain the problem. Please be aware that the court may reject orders not submitted in proper format. If an attorney repeatedly submits improperly formatted orders, the court will reject the orders.