

UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK



June 12, 2013

CLERK'S NOTICE 13-06

**NOTICE REGARDING ORDER UPLOAD
REQUIREMENTS**

The following highlights requirements for uploading orders using CM/ECF E-Orders. Please reference the ECF User Manual located on our website at www.txnb.uscourts.gov for the complete list of the Proposed Order Guidelines.

- Orders must be uploaded in PDF. Documents created using word processing software and then converted to PDF is the preferred method. A converted PDF is higher quality than a scanned document.
- You MUST leave a 4 inch margin of blank space at the TOP of the first page of your proposed order. If the margin is less than 4 inches, the proposed order will NOT be processed and will be returned to the filer for resubmission.
- All 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, 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 of the page.
- Due to the volume of orders our court processes, attorneys must follow the formatting guidelines for submitting orders. Improperly formatted orders will be rejected by the court.

FOR THE COURT
Tawana C. Marshall
Clerk of Court