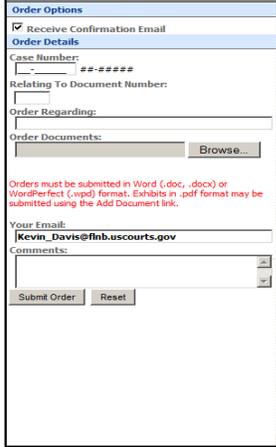


SUBMITTING PROPOSED ORDERS

This section explains the procedures and requirements for submitting proposed orders to the court. All proposed orders are to be submitted to the court electronically via a link in the CM/ECF system. Please do not email or send a paper copy by regular mail unless directed to do so.

Submitting Proposed Orders via CM/ECF

- In the CM/ECF system, click on the Bankruptcy or Adversary button located on the blue menu bar. 
- Click on the link which reads "Submit Proposed Orders." 
- The new link opens an order submission portal which is used to send proposed orders to the Clerk's Office. You must insure that your pop-up blockers are turned off for the link to work. If the user has multiple internet toolbars (e.g., AOL, Google, IE), each of those toolbars has a popup blocker. The popup blocker must be turned off in each one or the submission portal will not be permitted to open. Complete the requested information including the following:
 - Case number;
 - Document number to which order is being linked;
 - Description of document to which order is related;
 - Return email address;
 - Any comments you wish to submit about the order.
- If you want to receive a confirmation email that the order was received by the Clerk's Office, check the box at the top of the panel. 
- Click on the "Submit Order" button.

Format of Proposed Orders

- Pursuant to the Administrative Procedures for Electronic Filing, all proposed orders must be in a word processing format (WordPerfect or MSWord).
- Proposed orders must include the full case number, an abbreviated name for the Order, and the related docket number.