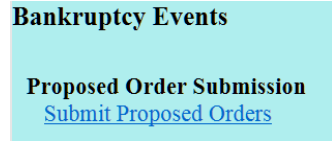


# Submitting Proposed Orders

- Login to CM/ECF
- Click on the *Bankruptcy* or *Adversary* options located in the blue menu bar at the top of your screen.



- Click on the “Submit a Proposed Order” link.



- The link opens an order submission portal which sends proposed orders to an email inbox in the Clerk’s Office where the Case Administrators may retrieve the orders. You must complete all requested information:

- You must have your pop-up blockers **turned off** to submit proposed orders.
- You may submit only one proposed order at a time. Multiple orders must be submitted separately.
- All proposed orders are to be submitted to the court electronically **in Word (preferable)** or Rich Text Format (.rtf).
- Do not email or send a paper copy by regular mail unless specifically directed to do so.
- The order submission portal works best with Internet Explorer (IE) or Firefox and is not compatible with Microsoft Edge.