## 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.
Bankruptcy Events

Proposed Order Submission Submit Proposed Orders

• 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:

⊘ https://www2.flnb.uscourts.gov/?m=( → □ ■ ■	3
Order Options	
Receive Confirmation Email	
Order Details	
Case Number:	
Relating To Document Number:	
Order Regarding:	
Competing order may be submitted.	
Browse	
Browse       Multiple orders must be submitted separately.       Orders must be submitted in Word (.doc, .docx) or       WordPerfect (.wpd) format. Exhibits in .pdf format may be submitted using the Add Document link.	
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• 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.