

United States Bankruptcy Court
Northern District of Mississippi

ECF e-Orders Attorney Guide

December 11, 2013

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Introduction

As part of the court's CM/ECF system, e-Orders allows the direct upload of proposed orders which court staff and judges can quickly review, sign and docket. Additionally, e-Orders allows attorneys and trustees to check the status of proposed orders uploaded to the ECF system.

Technical Requirements

Proposed orders uploaded in ECF must be submitted in PDF format. No security should be applied to the PDF file. It is highly recommended that orders be created using a word processing application such as Word or WordPerfect and saved to PDF rather than scanning a printed copy of the document. This not only makes the order more legible, but also results in a text-searchable document.

Formatting Requirements

1. 8 ½ x 11 standard paper size.

The ECF system will not accept a PDF document with one or more pages exceeding the standard page size limit. The ECF system will return a failure message ending the upload process.

“FAILURE: Your PDF document has one or more pages that exceeds the standard page size limit, and cannot be accepted until fixed.”

- | | | |
|------------|-------------------|-------------------------|
| 2. Margins | <u>First Page</u> | <u>Subsequent Pages</u> |
| | Top 3” | Top 1” |
| | Bottom 1” | Bottom 1” |

3. End of Order:

- Include an ending notation signifying the entire body of the proposed order is included. Below the last paragraph:
 - Insert one blank line
 - Insert **##END OF ORDER##** and center it.
- Do not include the text “So Ordered”
- Do not include judge’s signature line (*See example on next page*).

4. Proposed order and all exhibits must be uploaded as one PDF document.

5. PDF document file size must not exceed 5MB.

Example

<p style="text-align: center;">3" Top margin first page</p> <p style="text-align: center;">UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI</p> <p>In re: Joseph Wayne Sample Susan Smith Sample Debtors. Case No. XX-XXXX-XXX Chapter XX</p> <p style="text-align: center;">ORDER GRANTING RELIEF FROM THE AUTOMATIC STAY AND CO-DEBTOR STAY</p> <p> Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas interdum neque at felis malesuada sed volutpat arcu dignissim. Cras sit amet urna orci, eget eleifend lorem. Cras nec arcu massa. Integer sed dolor urna, ut suscipit sem. Suspendisse potenti. Mauris vestibulum diam pellentesque enim lacinia tincidunt. Maecenas porta porta rhoncus. Aenean viverra suscipit metus non mattis. Nulla nibh augue, ultrices eget blandit vitae, bibendum quis mi. Aliquam ultricies tincidunt tellus non porta. Maecenas dignissim mattis metus, et aliquet sapien venenatis in. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Quisque convallis volutpat odio, at mollis urna feugiat sit amet. Vivamus ac sapien in dui aliquet tristique at velit.</p> <p> Etiam viverra bibendum nibh. Suspendisse ipsum augue, ullamcorper at elementum eget, porta eu magna. Nullam a tellus at nisi vestibulum mollis id sit amet nibh. Suspendisse sapien massa, pellentesque quis rhoncus nec, tristique non diam. Fusce ligula mauris, laoreet sit amet consectetur ultricies, tempor vitae velit. Curabitur quis leo at purus mollis venenatis. Donec nulla risus, eleifend id rutrum eu, bibendum ac arcu. Morbi in lorem quis augue lacinia tincidunt. Nunc gravida gravida pretium. Curabitur ac elit velit, eu suscipit orci.</p> <ol style="list-style-type: none">1. Sed magna mi, sodales in tincidunt ac, egestas a libero. Ut ut arcu ac nisi vestibulum scelerisque eu vitae lorem.2. Donec posuere tempus tristique. Suspendisse eget tortor id elit ultrices pellentesque vitae id nisi. Nam eleifend leo in dui ullamcorper adipiscing.3. Donec gravida placerat nunc, varius tempus purus accumsan id. Nam sed sapien eget lacus suscipit condimentum. Phasellus at dui ut nunc cursus placerat quis non libero. Curabitur facilisis	<p style="text-align: center;">1" Top margin subsequent page(s)</p> <p>varius fermentum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.</p> <p>4. Phasellus non orci quis eros interdum tristique a a est. Vivamus non dapibus sapien. Nullam quis elit non odio fermentum volutpat eu eget purus. Maecenas bibendum pulvitar egestas.</p> <p>5. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ultrices eleifend luctus. Sed euismod cursus tristique.</p> <p> Aliquam dignissim mi accumsan odio egestas molestie ac id ipsum. Integer felis enim, lacinia vitae luctus quis, blandit quis nibh. Sed scelerisque porttitor leo, ac fermentum risus interdum ut. Ut laoreet turpis in lorem consequat volutpat vel quis eros. Donec viverra augue a nulla sagittis ut adipiscing leo mollis. Phasellus facilisis fringilla quam non varius. Pellentesque tempus tincidunt neque in dictum. In diam velit fermentum id ultricies et, congue ac sem. Quisque aliquet justo non mi iaculis bibendum.</p> <p> Sed a suscipit ipsum. Nulla dui nibh, viverra a accumsan id, convallis sed diam. Fusce libero dolor, venenatis eu auctor ut, ultrices quis nisi. Ut felis dolor, malesuada cursus mattis vel, condimentum id libero. In vel eleifend elit. Sed gravida nisi lacus. Integer egestas libero nec eros sollicitudin tincidunt. Nullam tincidunt lobortis vestibulum. Suspendisse mi erat, ornare vitae ornare vitae, porttitor sit amet ligula. Donec luctus adipiscing sem, quis congue massa vulputate et.</p> <p style="text-align: center;">##END OF ORDER##</p> <p>Approved:</p> <p><u>(Signature of attorney)</u> Attorney's Name Attorney for Creditor</p> <p><u>(Signature of attorney)</u> Attorney's Name Attorney for Debtor</p> <p><u>(Signature of trustee)</u> Trustee's Name</p> <p>Submitted by:</p> <p>Attorney Name, Bar Id Address City, State, Zip Telephone Number email</p>
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Attorney Order Upload Options

Order Types

Single Orders:

Proposed orders related to a document / pleading filed in a case.

Sua Sponte Orders:


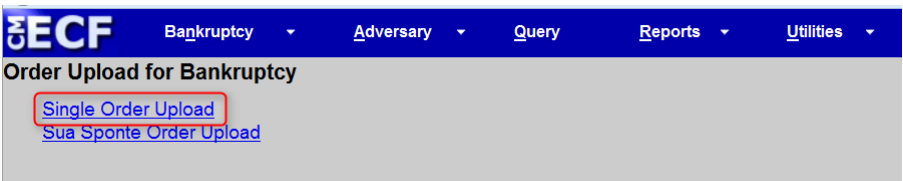
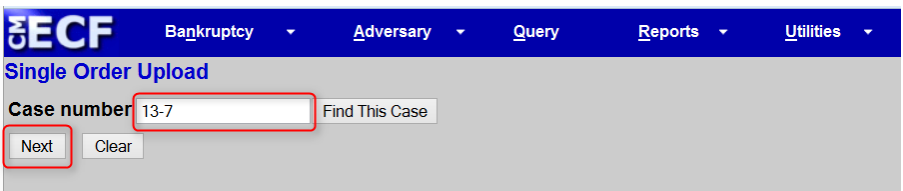
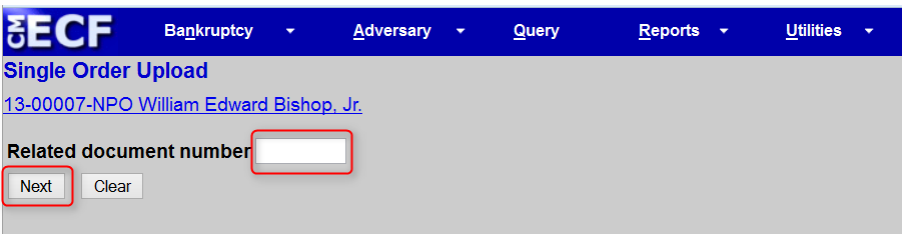
Proposed orders not related to a document / pleading in a case.

*Use **Single Order** process when the proposed order is the final order concluding litigation filed in a case.

Use **Sua Sponte Order** process when a proposed order relates to litigation filed in a case, but is not the final order.

Single Order Upload

- Available under **Bankruptcy** and **Adversary** menus
- Requires the proposed order be related to a matter/pleading filed in a case.
- Use when the proposed order is the final order concluding a related matter/pleading filed in a case.

<p>1.</p> <p>Select Bankruptcy > Order Upload</p> <p>Adversary proceeding select Adversary > Order Upload</p>	 <p>The screenshot shows the ECF Bankruptcy Events menu. The 'Order Upload' link is highlighted with a red box. Other links include Answer/Response..., Case Upload, Appeal, Claim Actions, Motions/Applications, Notices, Open BK Case, Open Involuntary Case, Other, Plan, File Claims, and Creditor Maintenance...</p>
<p>2.</p> <p>Select Single Order Upload</p>	 <p>The screenshot shows the ECF Order Upload for Bankruptcy menu. The 'Single Order Upload' link is highlighted with a red box. Other links include Sua Sponte Order Upload.</p>
<p>3.</p> <p>Input case number; click Next</p>	 <p>The screenshot shows the ECF Single Order Upload form. The 'Case number' field is filled with '13-7' and the 'Next' button is highlighted with a red box. Other elements include a 'Find This Case' button and a 'Clear' button.</p>
<p>4a.</p> <p>Input related document number; click Next</p> <p><i>If unknown leave blank.</i></p>	 <p>The screenshot shows the ECF Single Order Upload form. The 'Related document number' field is empty and the 'Next' button is highlighted with a red box. Other elements include a 'Clear' button and the case name '13-00007-NPO William Edward Bishop, Jr.'</p>

4b.

A related document number is required. The search screen displays when Step 4a is blank.

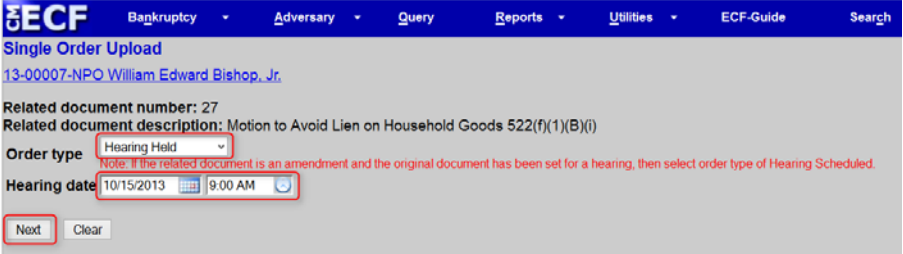

*Select a document category; click **Next**

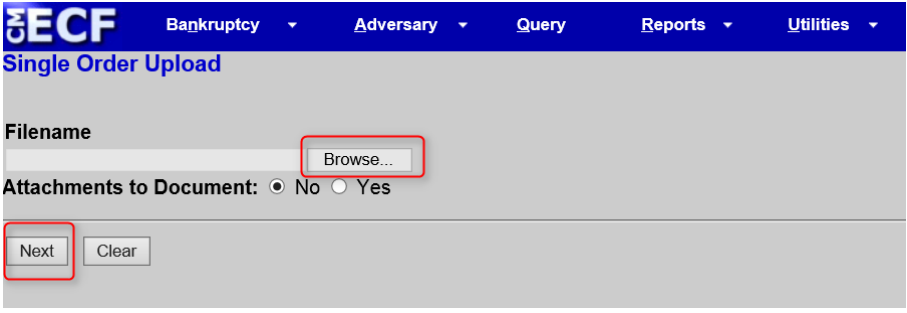
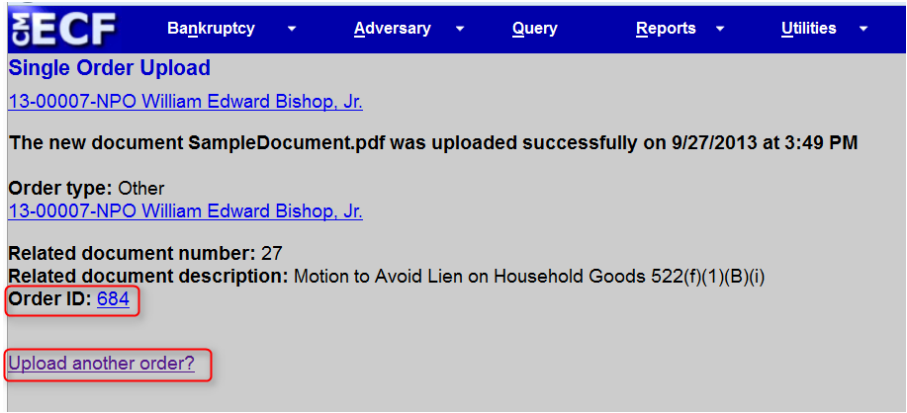
**If the category is unknown select all categories.*

4c.

*Click the box next to the related document; click **Next**

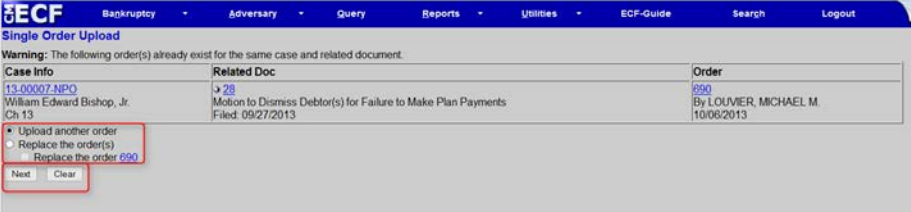
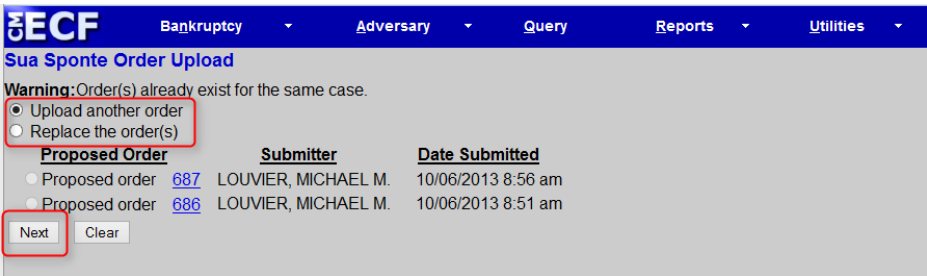
**Select one entry.*

<p>5.</p> <p>Select Order type</p> <p>Input a hearing date and time when the Order type is <i>Hearing Scheduled</i> or <i>Hearing Held</i></p> <p>Click Next</p>	<p>Example with hearing information</p>  <p>Example without hearing information</p> 
<p>Order types</p>	<p>Ex Parte (No Hearing Required) – Proposed Order granting a motion or pleading that does not require a hearing or notice.</p> <p>Agreed Order – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Noticed/No Response – Proposed Order granting a motion or pleading that was properly noticed with a response/objection deadline and no responses were filed.</p> <p>Hearing Held – Proposed order resulting from a previous hearing.</p> <p>Hearing Scheduled – Proposed order requiring a hearing.</p> <p>Other – Any other type of proposed order.</p>

<p>6.</p> <p>Click Browse to attach proposed order; click Next</p> <p><i>*Do not upload attachments</i></p>	 <p>The screenshot shows the ECF Single Order Upload interface. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities' dropdown menus. Below this is the title 'Single Order Upload'. A 'Filename' input field is present with a 'Browse...' button highlighted by a red box. Below the filename field, there is a section for 'Attachments to Document' with radio buttons for 'No' (selected) and 'Yes'. At the bottom of the form, there are two buttons: 'Next' (highlighted with a red box) and 'Clear'.</p>
<p>7.</p> <p>The order upload confirmation screen displays the Order Id # assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To submit another order click Upload another order?</p>	 <p>The screenshot shows the ECF Single Order Upload confirmation screen. At the top, there is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities' dropdown menus. Below this is the title 'Single Order Upload'. The main content area displays the following information: '13-00007-NPO William Edward Bishop, Jr.', 'The new document SampleDocument.pdf was uploaded successfully on 9/27/2013 at 3:49 PM', 'Order type: Other', '13-00007-NPO William Edward Bishop, Jr.', 'Related document number: 27', 'Related document description: Motion to Avoid Lien on Household Goods 522(f)(1)(B)(i)', and 'Order ID: 684' (highlighted with a red box). At the bottom, there is a link 'Upload another order?' (highlighted with a red box).</p>

Replacing or Uploading an Additional Order




Occasionally you may need to replace a proposed order or submit a second order. The replacement and add another order process is similar to the standard upload process with an additional step outlined below.

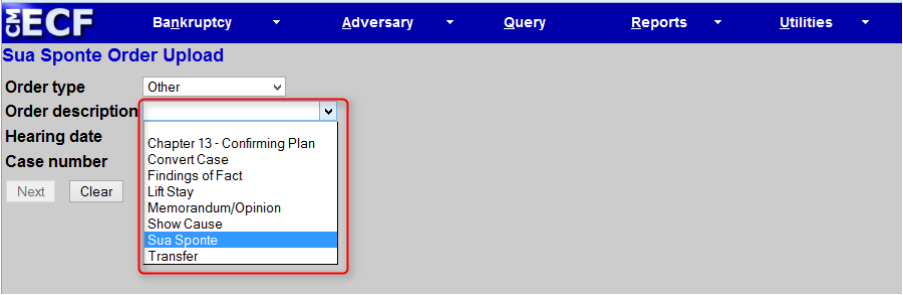
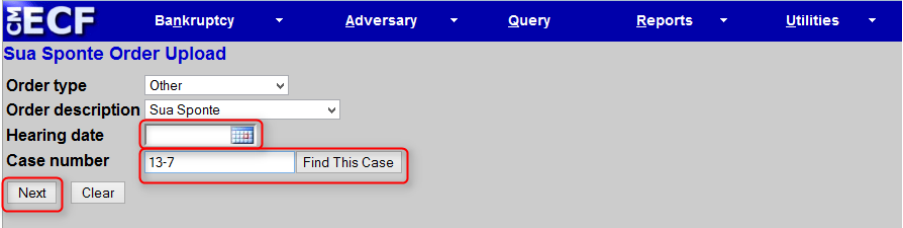

<p><u>Single Order Upload</u></p>	<p>After the related docket entry is selected (Step 4 above) and when a proposed order already exists related to the same entry, the screen below displays.</p>
<p>Select Upload another order or Replace the order(s) selecting proposed order(s) to replace; click Next</p>	
<p><u>Sua Sponte Order Upload</u></p>	<p>The below screen displays after inputting the case number. Although the <i>Upload another order</i> and <i>Replace the order(s)</i> look slightly different, the basic operation is the same.</p>
<p>Select Upload another order or Replace the order(s) proposed order(s) to replace; click Next</p>	

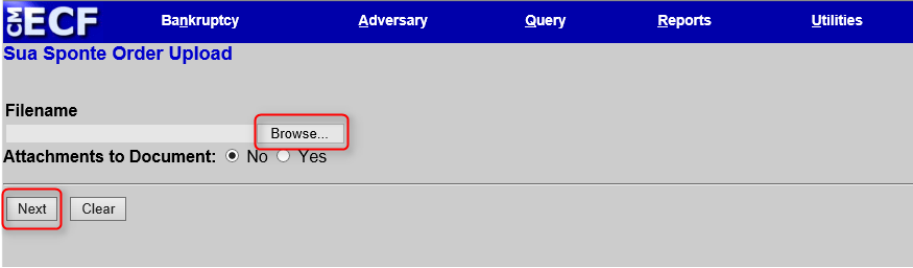
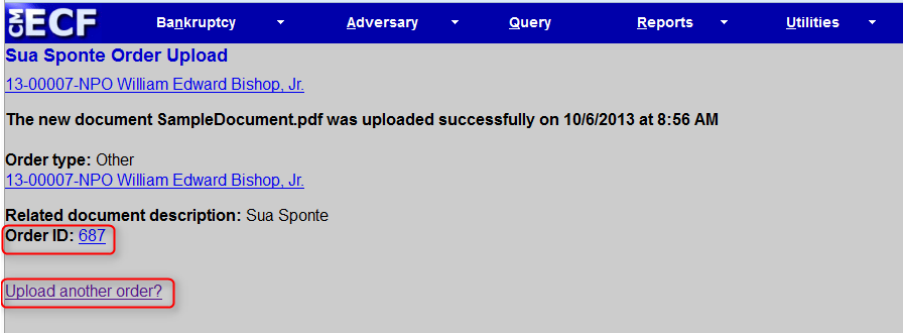
Sua Sponte Order Upload

Available under **Bankruptcy** and **Adversary** menus

The proposed order does not relate to a document/pleading filed in the case or the proposed order relates to a document/pleading filed in a case but is not the final order concluding the proceeding.


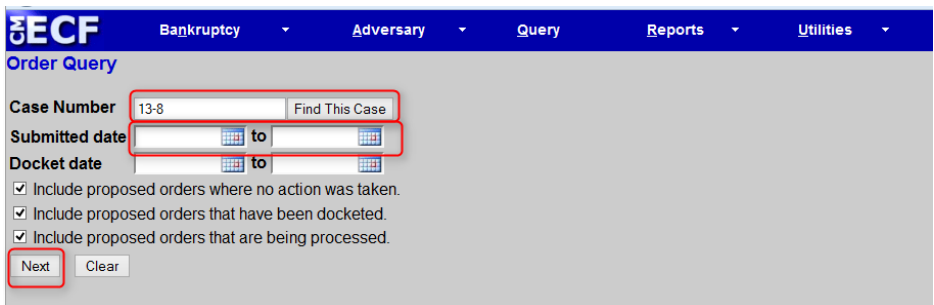
<p>1.</p> <p>Select Bankruptcy > Order Upload</p> <p>Adversary proceeding select Adversary > Order Upload</p>	 <p>The screenshot shows the ECF website's navigation bar with 'Bankruptcy' and 'Adversary' menus. Below, the 'Bankruptcy Events' section lists various options. The 'Order Upload' link is highlighted with a red box.</p>
<p>2.</p> <p>Select Sua Sponte Order Upload</p>	 <p>The screenshot shows the 'Order Upload for Bankruptcy' page. The 'Sua Sponte Order Upload' link is highlighted with a red box.</p>
<p>3a.</p> <p>Select Order type</p>	 <p>The screenshot shows the 'Sua Sponte Order Upload' form. The 'Order type' dropdown menu is open, showing options: 'Agreed Order', 'Hearing Held', 'Hearing Scheduled', and 'Other'. The 'Agreed Order' option is highlighted with a red box.</p>

<p>Order types</p>	<p>Ex Parte (No Hearing Required) – Proposed Order granting a motion or pleading that does not require a hearing or notice.</p> <p>Agreed Order – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Noticed/No Response – Proposed Order granting a motion or pleading that was properly noticed with a response/objection deadline and no responses were filed.</p> <p>Hearing Held – Proposed order resulting from a previous hearing.</p> <p>Hearing Scheduled – Proposed order requiring a hearing.</p> <p>Other – Any other type of proposed order</p>
<p>3b.</p> <p>Select Order Description</p>	
<p>3c.</p> <p>Input hearing date <i>(if applicable)</i></p> <p>Input case number; click Next</p>	
<p>4.</p> <p>Click Next</p>	

<p>5.</p> <p>Click Browse to attach proposed order; click Next</p> <p><i>*Do not upload attachments</i></p>	
<p>6.</p> <p>The order upload confirmation screen displays with Order Id # assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To upload another order click Upload another order?</p>	

Proposed Order Status

The *Order Query* report is used to check the status of a proposed order uploaded to ECF. Note: The status report displays proposed orders uploaded by the specific ECF user generating the report.

<p>Select Utilities > E-Orders > Order Query</p>	 <p>The screenshot shows the ECF Utilities page with a navigation bar at the top containing 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. Below the navigation bar are icons for 'Docket Sheet', 'Claims Register', 'List of Creditors', 'Deadlines/Hearings', and 'Calendar Events' (dated 11/15/2013). The main content area is titled 'Utilities' and is divided into several sections: 'Your Account' (with links for Edit Shortcut Bar, Edit Your Scheduled Reports, Maintain Your ECF Account, and View Your Transaction Log), 'Attorney Registration' (with link for AttorneyReg Attorney Interface), 'Edit Data' (with links for Create Calendar Event for a Case, Create Calendar Event for a Judge, Edit Claims, Interdistrict Case Transfer..., and Quality Control Editor), 'E-Orders' (with links for Check Person Linkage with Orders Report, Clerk Sign Report, Delete Signed Orders, Judgment Book, Order Query (circled in red), and Signed Orders Report), 'E-Orders (cont.)' (with links for Transaction Report and View Trashed Orders), and 'Miscellaneous' (with links for Check PDF Document, Court Information, Generate BNC Notices, Internet Fees/Payments..., Legal Research..., Mailings..., Open Related BK Case, Perform a Full Text Search, RSS Feeds, Verify a Document, and View/Edit BNC Files).</p>
<p>Criteria Options:</p> <ul style="list-style-type: none"> • Case Number • Submitted date range • Docket date range <p>Select options; click Next</p>	 <p>The screenshot shows the 'Order Query' search form. It includes a 'Case Number' field with '13-8' entered and a 'Find This Case' button. Below are 'Submitted date' and 'Docket date' range selectors, each with a 'to' button. There are three checked checkboxes: 'Include proposed orders where no action was taken.', 'Include proposed orders that have been docketed.', and 'Include proposed orders that are being processed.'. At the bottom are 'Next' and 'Clear' buttons. The 'Next' button is highlighted with a red box.</p>
<p>Order Query Options:</p>	<p>Include proposed orders where no action was taken - displays replaced or rejected orders.</p> <p>Include proposed orders that have been docketed - displays orders that were signed and docketed.</p> <p>Include proposed order that are being processed - displays submitted orders awaiting review or signature and entry.</p>

Report Information:

Case Number
 Related Document
 Order ID #
 Order Type

Order Description
 Date uploaded
 Name of Submitter
 Status

Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
08-00005-ee Wendy Smith	15	476	Suspense (21-day obj)	Motion to Increase/Decrease Payment Into Plan	04/25/2013	Henley, James L. Jr.	Docketed 2013-10-19 10:02:56
11-00036-NPO Fred K. C. Price		548	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Docketed 2013-10-21 09:51:31
11-00199-ee Henry Bennett		550	Other	Wage Order - Amended	05/14/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
11-00211-ee Angelica Brown		549	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Being Processed
12-00001-ee MACK KENNINGTON, JR and Mary J Kennington		345	Other	Wage Order - Amended	04/02/2013	Henley, James L. Jr.	Docketed 2013-04-09 10:21:40
12-00004-ee ALICE MARCELLA BROWN		553	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:22:31
12-00004-ee ALICE MARCELLA BROWN		593	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	Docketed 2013-05-16 11:48:18
12-00009-ee Almeia Bolden Woods		552	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:23:03
12-00108-ee DORIS ANN COLEMAN		592	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	No Action Taken 10/21/2013
12-00108-ee DORIS ANN COLEMAN		610	Other	Chapter 13 - Confirming Plan	05/17/2013	Henley, James L. Jr.	Docketed 2013-05-17 12:36:59

Status Categories:

- Being Processed
- Docketed
- No Action taken

Status x
Docketed 2013-10-19 10:02:56
Docketed 2013-10-21 09:51:31
No Action Taken 10/21/2013
Being Processed
Docketed 2013-04-09 10:21:40
Docketed 2013-05-16 09:22:31
Docketed 2013-05-16 11:48:18
Docketed 2013-05-16 09:23:03
No Action Taken 10/21/2013
Docketed 2013-05-17 12:36:59

Resubmission Notification

When a new or revised order is required the ECF system will generate an email to the individual that uploaded the proposed order to the ECF system. The resubmission notification is emailed to the individual's ECF **primary** email address associated with his/her ECF user account.

Important: Any secondary email address associated with the ECF user's account **will not** receive resubmission email notifications.

As with all emails from the Court, ECF users are responsible for monitoring resubmission notifications; expeditiously taking action to satisfy the request; and making certain deadlines for submitting proposed orders are not ignored.

The diagram shows an email notification with the following components labeled:

- Subject Line:** Resubmit notice for proposed order for case 13-00001-NPO
- Author:** cmecfhelpdesk@mssb.uscourts.gov <cmecfhelpdesk@mssb.uscourts.gov>
- Submitter's Primary ECF Email Address:** To: attorney.smith@gmail.com
- Resubmission instructions:** Please resubmit proposed order 13-00001-npo-o-lift stay.pdf received from Smith, Attorney on 05/20/2013 10:03 for case 13-00001-NPO. Re: Motion Lift Stay filed by GMAC (Dkt. #15) Trustee's Signature is required. If you have any questions, please contact Jane Doe, Case Administrator at 601-608-4600.

The email header also includes the date and time: Tue, May 28, 2013 at 1:58 PM.