

# e-Orders FAQs

## U.S. Bankruptcy Court for the Northern District of Mississippi

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### What is e-Orders?

- A program that allows attorneys and trustees to directly upload proposed orders into the ECF system.
- e-Orders will replace the current process of submitting proposed orders through the "Proposed Order" event. Instead, a new "Order Upload" menu selection will be used.

### When will e-Orders go in effect?

- **December 30, 2013**

### What are the benefits?

- Attorneys and trustees can check the status of proposed orders uploaded to ECF.
- Attorneys and trustees can replace a proposed order with a revised order.
- Attorneys and trustees are already accustomed to filing documents in ECF. ECF filers will use the "Order Upload" event, much like filing other documents in a case.
- Because proposed orders are uploaded directly to ECF, the filer will not be required to name the PDF document.

### What changes will I need to make?

- New formatting requirements for proposed orders:
  - 1<sup>st</sup> page - 3 inch top margin; subsequent pages 1 inch top margin.
  - **Do not include** the text "**So Ordered**", a signature line or date at the end of the proposed order.
  - Include an ending notation **##END OF ORDER##** below the last paragraph of the order.
- New method for submission of proposed orders.
  - Proposed orders will be uploaded to the ECF system consistent with other filings. However, filers will no longer submit proposed orders through the

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“Proposed Order” event. Instead, a new “Order Upload” menu selection will be used.

### Example

**3” Top margin first page**

UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF MISSISSIPPI

In re: **Joseph Wayne Sample** Case No. xx-xxxx-xxx  
**Susan Smith Sample**  
**Debtors.** Chapter xx

**ORDER GRANTING RELIEF FROM THE AUTOMATIC STAY  
AND CO-DEBTOR STAY**

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**##END OF ORDER##**

Approved:

(Signature of attorney)  
Attorney's Name  
Attorney for Creditor

(Signature of attorney)  
Attorney's Name  
Attorney for Debtor

(Signature of trustee)  
Trustee's Name

Submitted by:

Attorney Name, Bar Id  
Address  
City, State, Zip  
Telephone Number  
email

**Include text to indicate end of the order.**