

SUBMIT (UPLOAD) A PROPOSED ORDER

Before beginning this process, please review the [E-Orders Requirements](#) module.

To upload an order related to a bankruptcy case, open CM/ECF and click **Bankruptcy** in the blue CM/ECF Main Menu bar. The Bankruptcy Events Screen appears.

NOTE: The process for uploading single orders to adversary proceedings is the same as uploading to bankruptcy cases with the exception that the users should choose **Adversary** on the CM/ECF Main Menu instead of **Bankruptcy**.



Click **Order Upload** and the Upload Type Selection screen appears.



Upload Single

The **Single Order Upload** feature permits you to upload one order at a time. When you select **Single Order Upload** a Case Number screen appears for you to input the case number for the proposed order.

A screenshot of a web application form titled "Single Order Upload". The form is displayed in a light blue box with a thin border. It features a label "Case number" followed by a text input field containing the value "5:18-bk-50002". Below the input field are two buttons: "Next" and "Clear".

After typing in the case number, click **Next**.

The Related Document Number screen appears.

Single Order Upload

[18-50002 A. Top Student](#)

Related document number

Next

Clear

If you know the related document number, type it in the space provided and click **Next**. The Upload a Single Order screen appears. If you do not know the number of the related document, there are two ways to get the information. First, you can click the **case number hyperlink**, which produces a docket report for the case. You should note that when clicking this link, the PACER login page will appear since there are costs associated with looking at the docket report. The second method is to click **Next**. A search criteria screen appears.

Single Order Upload

[18-50002 A. Top Student](#)

Select the category to which your event relates:

auditor
caseupld
claims
cmp
court
crediterd
misc
motion
notice
order

Filed to

Documents to

Next

Clear

The search criteria screen contains three selections. You must select a related document category. Your selection will almost always be motion. Optionally, you can enter a filed date and/or document number range to help narrow the search results. The dates are entered in the following format: mm/dd/yyyy. After you have made your selections, click **Next**. A search results screen displays.

Single Order Upload

[18-50002 A. Top Student](#)

Select the appropriate event to which your event relates:

- 02/14/2018 [2](#) Motion for Relief from Stay Fee Amount \$181, filed by Creditor Acme Enterprises Hearing scheduled for 03/21/2018 at 09:30 AM - Macon Courtroom A. (Jones, J.)

Next

Clear

If the document your order relates to is not shown, click your browser **Back** button to return to the search criteria screen. Change your search criteria for a wider/different search. If only one document is found, it will automatically be selected for you. If the document appears in a list, click the check box to select, then click **Next**.

The Upload a Single Order screen appears.

Single Order Upload
[18-50002 A. Top Student](#)

Related document number: 2
Related document description: Motion for Relief From Stay

Order type Note: If the related document is an amendment and the original document has been set for a hearing, then select order type of Hearing Scheduled.

Hearing date 03/21/2018 9:30 AM

First, confirm the **Case Number**, **Case Name**, **Related Document Number**, and **Related Document Description** shown at the top of the screen. Next, select the **Order Type** from the drop-down list. The **Order Type** selections are:

Confirming Plan
Consent
Continuance
Dismissal
Hearing Held
Hearing Scheduled
Payroll Deduction
Show Cause
Other

If you select *Hearing Held* or *Hearing Scheduled* as the **Order Type**, you must fill in the **Hearing Date** field. The **File to Upload** field is where you enter the path and filename of the proposed order PDF file. Click the **Browse** button to locate and select the file. You can also type the path and filename in the box. Please make sure the PDF file is correctly formatted - if incorrectly formatted the order may not process correctly through the court's noticing center. Finally, review all the information carefully and if correct click **Next**. A submission confirmation screen appears. You can view the uploaded PDF by clicking the hyperlink.

Single Order Upload
[18-50002 A. Top Student](#)

The new document ORDER ON MRFS.pdf was uploaded successfully on 2/14/2018 at 3:45 PM

Order type: Hearing Scheduled
[18-50002 A. Top Student](#)

Related document number: 2
Related document description: Motion for Relief From Stay
Order ID: [891](#)
Hearing date: 03/21/2018

[Do it again](#)

Upload an Additional Order or Replace an Order in Upload Single

In some instances an uploaded order may need to be replaced or a second order uploaded. For example, the judge might direct an attorney to submit a revised order. The attorney submitting the original proposed order can upload a revised order.

The process of uploading a revised order is essentially the same as the upload process described in this section. After selecting the document number a screen appears to let you know an order(s) already exists for the same case and related document.

Single Order Upload

Warning: The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
18-50002 A. Top Student Ch 13	2 Motion for Relief From Stay Filed: 02/14/2018 Hearing: 03/21/2018	892 By Jones, J. 02/14/2018

Upload another order

Next

Clear

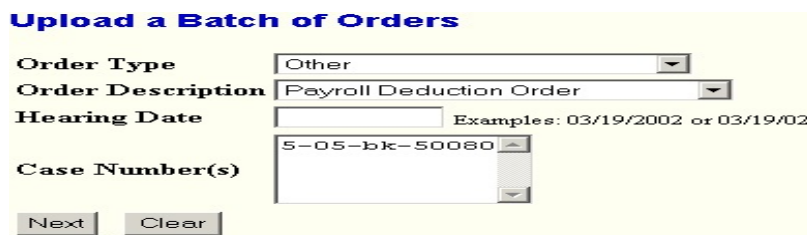
Click **Next**. The Upload a Single Order screen appears. Add the necessary information the same way as in Upload Single. Then finish the upload process as described earlier.

A confirmation screen lets you know the process was completed successfully.

UPLOAD BATCH ORDERS (Available for Chapter 13 Trustees Only)

NOTE: There is no Batch Upload option for adversary proceedings.

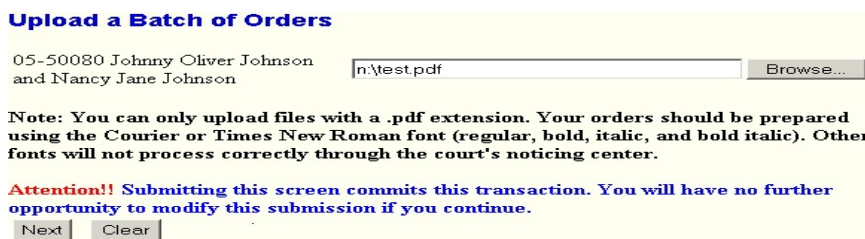
The Upload Batch feature allows Chapter 13 trustees and court personnel to upload multiple orders at one time. The application ensures Chapter 13 trustees can only upload orders for cases assigned to them. You must have the case number and PDF filename for each order before beginning the batch upload process. Each batch uploaded must contain the same Order Type and Order Description for each order in the batch. Trustees can upload orders with different descriptions to the same case. After selecting **Order Upload** from the Bankruptcy Events screen, click **Batch Order Upload** on the Upload Type Selection screen. An Upload Batch Orders screen appears prompting you to enter the **Order Type**; **Order Description**; **Hearing Date**, if appropriate; and the **Case Numbers**.



The **Order Types** are the same as those listed in Upload Single. If you select the **Order Type** of *Hearing Held* you must fill in the **Hearing Date** field or you will not be able to finish the upload process. The **Hearing date** must be the same for each order in the batch. The **Order Descriptions** are:

Order Confirming Chapter 13 Plan
Payroll Deduction Order

Next, type in the case numbers related to each order in the format xx-xxxxx. Press **Enter** after each case number to create a list of case numbers. There is no limit to the number of cases that can be listed, but we recommend that you enter no more than 50 numbers at a time. (If you make a mistake you will have to retype the entire list.) After typing the case number list, click **Next**. The Batch Orders PDF Selection screen appears.



For each case number, enter the path and filename of the proposed order PDF file either by clicking the **Browse** button to locate and select the file or typing the complete path and filename in the box .

Please make sure the PDF file is correctly formatted - if incorrectly formatted the order may not process correctly through the courts noticing center. After attaching all the files, review all the information carefully, once you click **Next** you will not have an opportunity to modify the submission. After you click **Next**, you will receive a confirmation screen.

Upload a Batch of Orders

The following orders were uploaded and routed to CRD-Inbox folder successfully on 3/18/2005 - 10:46 AM

Order Type: Other

Order Description: Payroll Deduction Order

05-50080, Johnny Oliver Johnson and Nancy Jane Johnson

Please click on **Next** button to view the uploaded documents.

If you would like to view the uploaded documents click **Next**. You can click each new PDF file hyperlink to view the uploaded order.

Upload a Batch of Orders

05-50080 Johnny Oliver Johnson and Nancy Jane Johnson new PDF file: [95.pdf](#)

[Do it again](#)