



May 17, 2007

**GANB E-Orders**  
Version 3.0  
Guide for Attorneys

## Revision Notes

Enter Date and revisions below.

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## **What is E-Orders?**

E-Orders is a web-based application developed by the Texas Western Bankruptcy Court. It is integrated into CM/ECF for submitting proposed orders to the Georgia Northern Bankruptcy Court. It provides Attorneys and Trustees with an easy electronic upload process - the data entry process follows the typical CM/ECF functionality familiar to users of that system, that is, “point and click”.

## **How does E-Orders work?**

The GANB Court has updated our Administrative Procedures for the use of E-Orders. To submit a proposed order through E-Orders, one must leave a four inch margin at the top of the first page. This is where the Judge’s signature and the date of the signature of the order are stamped in the signing process.

Additionally, the phrase “END OF DOCUMENT” must be placed after the end of the text of the proposed order. Following that would be the signatures and distribution list for that proposed order. Note sample below.

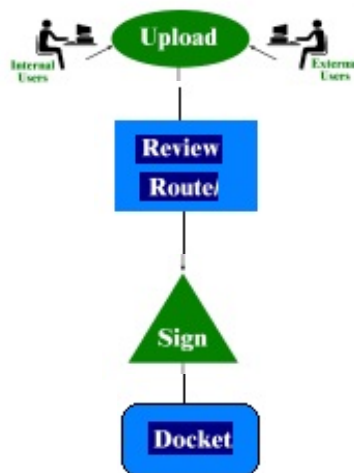
After preparing a proposed order according to the Administrative Procedures, log in to CM/ECF, select either the Bankruptcy or the Adversary menu, and choose “**Upload Single (Proposed Order)**” and follow the on-screen prompts.

Upon a successful upload, all orders are electronically routed to chambers’ staff based on the judge assigned to that case. Chambers’ staff will review the proposed order(s), route it to the judge’s folder for his/her review. The Judge can then electronically sign the order.

Once the order has been signed by the judge, it will be docketed by the court’s Case Administrators.

**Normal Upload/Process Flow of Proposed Orders in the E-Orders Program.**  
(This is just a flow-chart of the overall E-Orders process, not the “Eight Steps” referred to for use by Attorneys.)

1. Attorney creates the Proposed Order(s) (in PDF format only).
2. Attorney logs into CM/ECF.
3. Attorney selects “Upload Single” from the Bankruptcy or Adversary menu.
4. Orders are then routed to chambers’ staff Inbox.
5. Chambers staff will review and route the order to the Judge.
6. The Judge reviews, holds, or signs the orders.
7. Once signed, the order is routed to the Case Administration staff, has a Quality Control step, and is then docketed.



## **Acknowledgement**

Thanks to GANB Chief Judge Bihary, Judge Massey and Judge Bonapfel for leading the pilot phase of the E-Orders implementation. Thanks also to their staff for their assistance in the testing of the program and with the documentation.

Appreciation is also due to Clerk of Court, Chief Deputy Gary Drake, and Chief Deputy, Operations, Virgil Alexander, for their feedback and assistance during the pilot program.

A lot of behind-the-scenes work was done in the Information Technology (IT) Department of GANB, most notably Spencer McCormack, who installed the E-Orders program, configured it, and helped with training and documentation. He created the "Trustee's Guide to GANB E-Orders" upon which this "Attorney Guide" was based. He also upgraded E-Orders - in the Test, Train and Live databases - from Version 2.3 to the current Version 3.0 during the Pilot. Also assisting on this project in GANB IT was Systems Manager Bruce White. Alas and alack, he is retiring after over 11 years in GANB IT on September 30, 2007, and will be sorely missed.

Thanks also to Jennifer A. Jones, the GANB Education and Automation Trainer. She was instrumental in getting the initial E-Orders chambers training program off-the-ground, and handled all E-Orders training for the GANB Case Administrators.

A big thanks, for E-Orders assistance and a million other assists, to both Irene Wiggins and Danny Newsome. Not only did they help with training materials for the Judges, but they also came to my rescue more than once with answers to Operations-related questions during chambers training sessions.

Appreciation is also due to the GANB E-Orders pilot attorneys and trustees - Lisa Ritchey-Craig, Esq., Richard Siegel, Esq., and Emory L. Clark, Esq., as well as Chapter 13 Trustees Nancy Whaley, Mary Ida Townson and Adam Goodman. They, and their respective staff, helped us tweak the program and refine both the processes and the documentation.

A final thanks is due to the Texas Western Bankruptcy Court who wrote the E-Orders program. Shelly Gou there is extremely responsive with answers !

## The Eight Steps for Uploading Proposed Orders using “Upload Single”

### IMPORTANT Prerequisites:

1. Before uploading a single order you will need the case number.
2. Your document *must* be in **PDF** format, just as is required for documents in ECF.
3. It *must* relate to a specific document in either a Bankruptcy or an Adversary case.
4. You must select an **Order Type** for the type of proposed order you are uploading.

*Let's Begin with an example . . .*

- **Step 1.** Log in to CM/ECF as you usually do, then click “**Bankruptcy**” on the CM/ECF Main Menu bar at the top (in dark blue). Then, click on **Order Upload**. (Of course, if you had a proposed order for an Adversary case, you would select “**Adversary**” instead.)



- **Step 2.** Click on “**Upload Single**”.



The screenshot shows the CM ECF website interface. At the top, there is a dark blue navigation bar with the CM ECF logo on the left and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Order Upload for Bankruptcy". A link labeled "Upload Single" is visible and circled in red.

- **Step 3.** Enter the **Case Number** and click “Next”. The case number should be in YY-NNNNN format. (The case number reflected below is just an example, of course, as are all subsequent selections.)
- Click “Next”.



The screenshot shows the CM ECF website interface. At the top, there is a dark blue navigation bar with the CM ECF logo on the left and menu items: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Upload a Single Order". There is a text input field labeled "Case Number" containing the value "07-65733". To the right of the input field, there is a small text string: "Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the input field, there are two buttons: "Next" and "Clear". The "Case Number" input field is circled in red.

- **Step 4.** On this next screen you will be asked to enter the “Related Document Number”. (This is the document number from the case docket in ECF of the document to which you intend to link the proposed order you are filing.)
- Enter this document number, if you know it. If you do not know the document number of the document to which your proposed order relates, E-Orders will provide a listing of all documents of the type you selected on the next screen, from which you may then choose.
- Click “**Next**”.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Upload a Single Order

[07-65733-tem](#)

**Related Document Number**  Enter the document number of the related matter for which the order is being submitted.

Note: If you don't know the related document number, click on **Next** to continue.

- **Step 5.** On this next screen, you must select a choice from the pick list indicating the type of document to which the proposed order relates. Most of the time, it will be “motion” (as indicated in the example below).
- The full list of category choices for this selection is listed below the graphic.
- **Optional** - If this is a large case, you may want to take the time to limit your selection by entered a “filed (date range)” and/or a “documents (number)” range in the fields provided.
- Click “**Next**” to proceed.

**Upload a Single Order**

Select the category to which your event relates:

answer  
 appeal  
 auditor  
 caseupld  
 claims  
 cmp  
 court  
 crditcrd  
 misc  
 motion

**Filed**  to

**Documents**  to

**Next** **Clear**

**Related document category list (as discussed above, with parenthetical expansions added):**

answer  
 appeal  
 auditor  
 claims  
 cmp (*complaint*)  
 court  
 misc (*miscellaneous*)  
 motion  
 notice  
 order  
 plan  
 trustee

- **Step 6.** Next check the appropriate document - as circled below - that relates to your order. (The program checks the box for you if there is only one selection.)

**ECF**      Bankruptcy   •   Adversary   •   Query   •   Reports   •

**Upload a Single Order**

*Select the appropriate event(s) to which your event relates:*

04/11/2007 [6](#) Motion to Avoid Lien with Phoenix Recovery Group, Inc. with Notice to Respond  
Within 20 Days filed by Alex J. Dolhancyk on behalf of **debtor name deleted**  
Responses due by 5/4/2007, (Dolhancyk, Alex)

04/11/2007 [7](#) Motion to Avoid Lien with Dunstone Financial LLC with Notice to Respond  
Within 20 Days filed by Alex J. Dolhancyk on behalf of **debtor name deleted**  
Responses due by 5/4/2007, (Dolhancyk, Alex)

- **Step 7-A.** On this screen, E-Orders provides you with an important opportunity to double-check your work to this point. There are four case-related information fields to check here - Case Number, Case Name, Related Document Number and the Related Document Description.

### Upload a Single Order

Case Number: 07-65733-jem  
Case Name: debtor's name deleted  
Related Document Number: 7  
Related Document Description: Motion to Avoid Lien with Notice to Respond

Order Type

File to Upload   Note: You can

**Warning!!! Submitting this screen commits this transaction.  
You will have no further opportunity to modify this submission if you continue.**

- **Step 7-B.** Also on this screen is a “pick list” from which to select the “**Order Type**” for your Proposed Order.
- Click on the down arrow at the right of the pick list to produce the list.
- You must select one choice from this list.

The list of Order Type choices are:

**Consent**  
**Emergency**  
**Matters Heard By Judge**  
**No Opp. (*No Opposition*)**  
**Professional Employment**  
**Default Stay Relief**  
**Other**

The screenshot shows the ECF system interface for uploading a single order. The page title is "Upload a Single Order". The case information includes: Case Number: 07-65733-jem, Case Name: debtor name deleted, Related Document Number: 7, and Related Document Description: Motion to Avoid Lien with Notice to Respond. The "Order Type" dropdown menu is open, showing a list of options: Consent, Emergency, Matters Heard By Judge, No Opp., Professional Employment, Default Stay Relief, and Other. A red circle highlights the dropdown arrow. A warning message is visible: "Warning!!! Submission will have no effect on this transaction. You will have to modify this submission if you continue." There are "Next" and "Clear" buttons at the bottom left, and a "Browse..." button for the "File to Upload" field.

**Note: GANB Chambers use these “Order Types” to organize the work. Your Order Type choice here has no impact on the treatment of your proposed order, nor does your Order Type choice show up on the case docket. After the document submission, GANB chambers staff has the ability to change the Order Type selection which you selected for your proposed order, if they so desire.**

- **Step 7-C.** The next field is for the “File to Upload”. This document - your Proposed Order - must be in the PDF format. To select your document from your computer, click on the standard Windows file selection “Browse” button.

**MECF** Bankruptcy • Adversary • Query • Reports • Utilities

**Upload a Single Order**

Case Number: 07-65733-jem  
Case Name: debtor name deleted  
Related Document Number: 7  
Related Document Description: Motion to Avoid Lien with Notice to Respond

Order Type: Consent

**File to Upload**   Note: You can only upload files with a .pdf extension.

**Warning!!! Submitting this screen commits this transaction.  
You will have no further opportunity to modify this submission if you continue.**

- **Step 7-D.** As mentioned already above, it is *important* that you take the time to **confirm** the case number, the case name, the related document number, the related document description, and the PDF that you intend to upload before clicking “Next”.
- As the **Warning!!!** message in the graphic below indicates, after you click the “Next” button on this screen, you are submitting your proposed order. There is no stopping this action once you click on the “Next” button.
- If you do click the “Next” button in error, please see page 14 for information on *correcting upload errors*.
- Click “Next”.

**ECF** Bankruptcy • Adversary • Query • Reports •

**Upload a Single Order**

Case Number: 07-65733-jem  
Case Name: debtor's name deleted  
Related Document Number: 7  
Related Document Description: Motion to Avoid Lien with Notice to Respond

Order Type: Consent

File to Upload: C:\Users\smithmg\le\_orders\samples\proposed Browse... Note: You can only upload files with a .pdf extension.

**Warning!!! Submitting this screen commits this transaction.  
You will have no further opportunity to modify this submission if you continue.**

Next Clear

- **Step 8.** After you upload your Proposed Order, a **Confirmation Screen** appears for your review. (Note that Step 8 subsection letters A through C are reflected in the graphic below.)
- **Step 8-A.** To view the PDF of your uploaded Proposed Order, click on the **file name** hyperlink as shown below. (In the example, the hyperlink is 451.pdf, but your file name will be different.)
- **Step 8-B.** Note that the Confirmation Screen indicates that your Proposed Order was “...uploaded and routed to the CRD-Inbox folder successfully...”. (The “CRD-Inbox” is the E-Orders name for the **Courtroom Deputy Inbox**, the folder into which each Proposed Order is uploaded through E-Orders.)
- **Step 8-C.** The Confirmation Screen also provides you with the Date and Time that your Proposed Order was uploaded. You may print this screen for your records if so desired.
- **Step 8-D.** If you click this hyperlink, E-Orders will route you back to the screen shown above at Step 3 where you may enter another bankruptcy case number to begin the proposed order upload process anew. If, at this point, you desire to upload a Proposed Order in an Adversary Proceeding, click “Adversary” from the menu as directed in Step 1.

**Upload a Single Order**

The new pdf file 451 .pdf was uploaded and routed to CRD-Inbox folder successfully on 4/19/2007 -- 12:07 PM

Order Type: Consent A

Case Number: 07-60040-reb B

Case Name: debtor name deleted C

Related Document Number: 1

Related Document Description: Voluntary Petition

[Upload Single \(bk\)](#) D

**This ends the “Upload Single” Process in E-Orders.**

## Correcting Upload Errors

- Once you click on the “Next” button when uploading a Proposed Order through E-Orders, the submission cannot be stopped. Please be aware that when orders are uploaded they are NOT automatically docketed; they must follow the normal upload/process flow of proposed orders. So, if the wrong order is uploaded by mistake contact the Judge’s chambers’ staff and inform them this has occurred. They are able to remove the proposed order from the program. Once the order has been removed, you may upload the intended proposed order.
- Additionally, the E-Orders program has a feature which permits the Judge’s chambers’ staff to send an “email to the submitter”. This email can be used for any purpose, e.g., typographical error in the order, incorrect order uploaded, general information regarding the uploaded order, additional instructions, etc.
- All participants should verify that they have a current email address in ECF by selecting “Utilities”, then “Miscellaneous”, than “Maintain Your ECF Account” - “Email information.” This will NOT automatically set you up to receive the court’s Notice of Electronic Filing (NEF) emails.
- This feature will be used strictly for communication between chambers’ staff and the submitter regarding a particular E-Order. If you are advised of a problem with the order submitted, you will make the necessary changes and have the option to do one of two things. One is to simply upload another order, or, two, to replace the order previously submitted. The steps for submitting another order or a replacement order are the same steps previously cover with one additional step/screen. You will see this additional screen between Step 6 and Step 7-A, after you link your [new] proposed order to the item on the docket for which it is being submitted. This additional step/screen is shown in the example below, and the two options are circled in red.

The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy • Adversary • Query • Reports • Utilities • Logout. A yellow question mark icon is on the right. The main heading is "Upload a Single Order". Below it is a warning: "Warning: The following order(s) already exist for the same case and related document." A table lists existing orders with columns for Case Info, Related Doc, and Order. Below the table are three radio button options: "Upload another order" (circled in red), "Replace the original order(s)" (circled in red), and "Replace the order 470.pdf" (not circled). At the bottom are "Next" and "Clear" buttons.

Case Info	Related Doc	Order
<a href="#">06-60050-jb</a> Joseph Wayne Sample and Sarah Lynn Sample Ch 13	<a href="#">12</a> Motion for Relief from Stay Filed: 05/14/2007	<a href="#">470.pdf</a> By Felix A. Smith 05/14/2007

Upload another order  
 Replace the original order(s)  
 Replace the order [470.pdf](#)

Next Clear

# Appendix

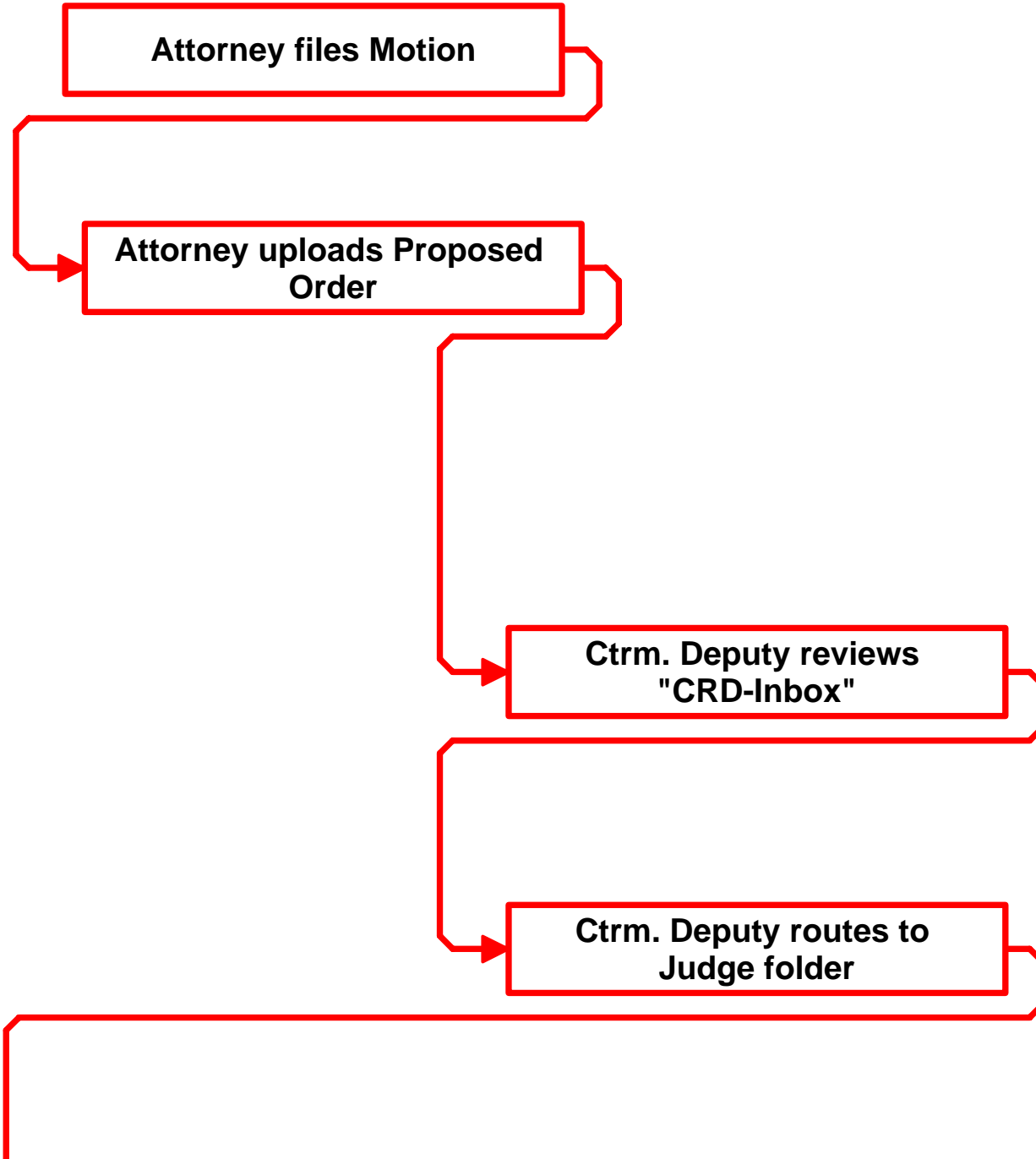
## A

**Attorney files Motion**

**Attorney uploads Proposed Order**

**Ctrm. Deputy reviews "CRD-Inbox"**

**Ctrm. Deputy routes to Judge folder**



**Judge signs Order**

**Case Admin. Reviews  
signed folder**

**Case Admin. Dockets  
Orders**

**Case Admin. Serves Order**

Appendix

B

**IT IS ORDERED as set forth below:**



**Date: May 11, 2007**

*James E. Massey*

James E. Massey  
U.S. Bankruptcy Court Judge

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**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE NORTHERN DISTRICT OF GEORGIA  
ATLANTA DIVISION**

IN THE MATTER OF:

CHAPTER 13

Debtor(s),

JUDGE JAMES E. MASSEY

GMAC

CASE NO. 05-98861

Movant,

v.

Earnest xxx

Nancy J. Whaley, (Trustee)

Respondents.

**CONSENT ORDER**

The above and foregoing matter is pending before this court on the Motion of Debtor to Reimpose Automatic Stay (the "Motion") and the Response of GMAC , with a hearing scheduled for March 7, 2007.

The Debtor is indebted to GMAC on an installment sale contract for the purchase of a 2003 Chevrolet Silverado (the "Vehicle"). It appearing that the parties consent to the entry of this Consent Order, it is

ORDERED that the Motion is hereby GRANTED and the automatic stay of 11 U.S.C. §362 be

reimposed against GMAC. It is

FURTHER ORDERED that in the event the Debtor fails to make any payment to the Trustee as it comes due for any reason whatsoever for twelve (12) months from the entry of this Order, or if insurance coverage as required by the terms of the contract between the parties, including adequate collision, damage and comprehensive insurance coverage, lapses for any reason whatsoever for during twelve (12) months from the entry of this Order, then, after written notice of default sent by First Class Mail to the Debtor and counsel for Debtor, and a failure by Debtor to cure the default within ten (10) days of the date of receipt of such notice, GMAC may file a motion and affidavit of default with the Court, with service upon Debtor, and counsel for Debtor, and the Court may enter an Order terminating the automatic stay without further notice or hearing. In the event of any surplus proceeds remaining after disposition of the vehicle, GMAC shall report the same to the Chapter 13 Trustee.

**END OF DOCUMENT**

(Signatures on Next Page)

CONSENTED TO BY:

/s/ Chris J. Reading

Chris J. Reading  
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/s/ Richard Jones

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ATTORNEY FOR DEBTOR

NO OPPOSITION:

/s/ Melissa Davey

Melissa Davey by Lisa Ritchey Craig  
with Express Permission  
for Nancy J. Whaley  
Georgia Bar No. XXXXX  
CHAPTER 13 TRUSTEE

**DISTRIBUTION LIST**

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XXXville, GA 302X4