E-Orders

GANB Guide for Attorneys

INTRODUCTION

What is E-Orders?

E-Orders is a web-based application originally developed by the Texas Western Bankruptcy Court. It is now integrated into CM/ECF for submitting proposed orders to the Georgia Northern Bankruptcy Court. It provides attorneys and trustees - and chambers - 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?

To submit a proposed order through E-Orders, the proposed order must be prepared according to the basic captioned format referenced in the web-based ***Online Procedures Manual (O.P.M)*** under the caption of **Single Order Upload**, in PDF format only. A sample of the required order format is shown in this section of the ***O.P.M.***

Basically, 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 should be the signatures and distribution list for that proposed order.

After preparing a proposed order according to the basic captioned format, log in to CM/ECF, select either the Bankruptcy or the Adversary menu, and choose **"Order Upload"** 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), and then 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 entered on the Court docket by a Case Administrator.

Normal Upload/Process Flow of Proposed Orders in the E-Orders Program.

(This is a flow-chart of the <u>overall E-Orders process</u>, not the "Eight Steps" referred to below for use by Attorneys.)

1. Attorney creates the Proposed Order(s) (in PDF format only).
2. Attorney logs into CM/ECF.
3. Attorney selects "Order Upload", then "Single Order Upload" from the Bankruptcy or Adversary menu.
4. Orders are then routed to chambers' staff the Courtroom Deputy's 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 entered on the docket.

The Eight Steps for Uploading Proposed Orders using "Order Upload"

IMPORTANT Prerequisites:

1. Before uploading a single proposed 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 **"Single Order Upload"**

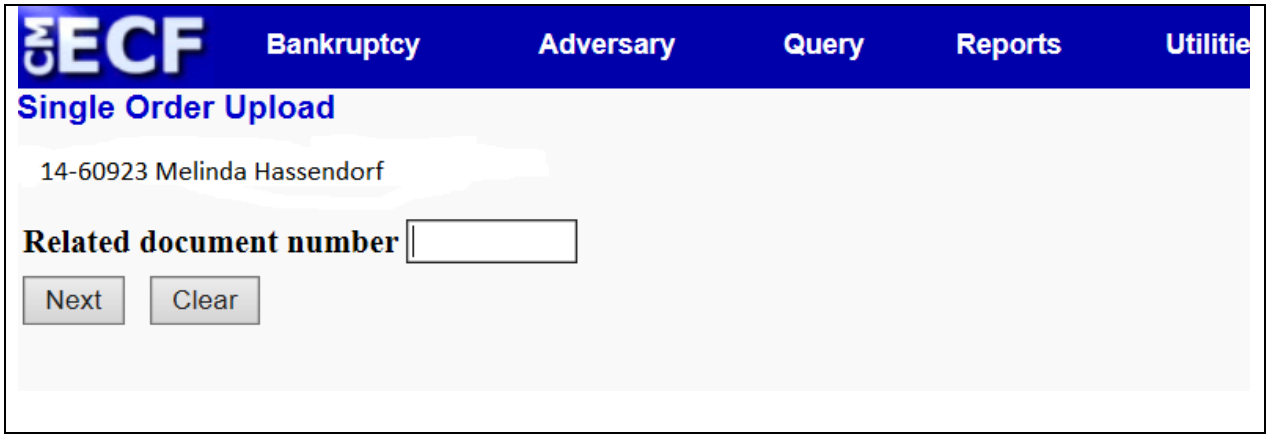
Step 3. Enter the **Case Number**, and then select "Find This Case". The case number should be in YY-NNNNN format. (The case number reflected below is just an example, of course, as are all subsequent selections.)

Click "**Next**".

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 submitting.)

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.

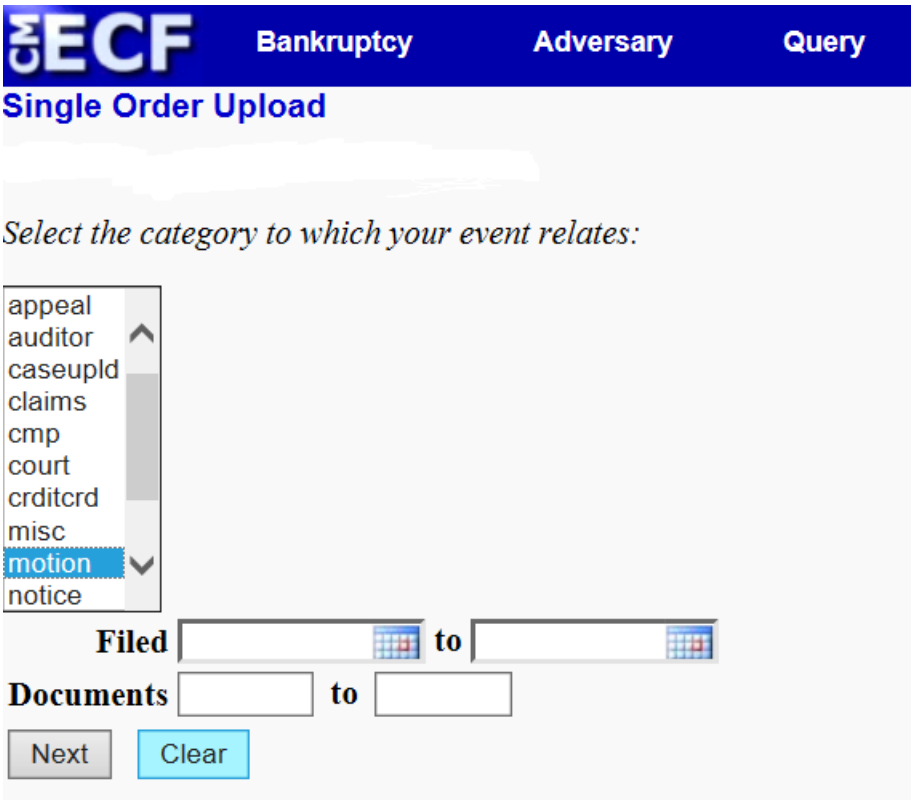
Click "**Next**".



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.

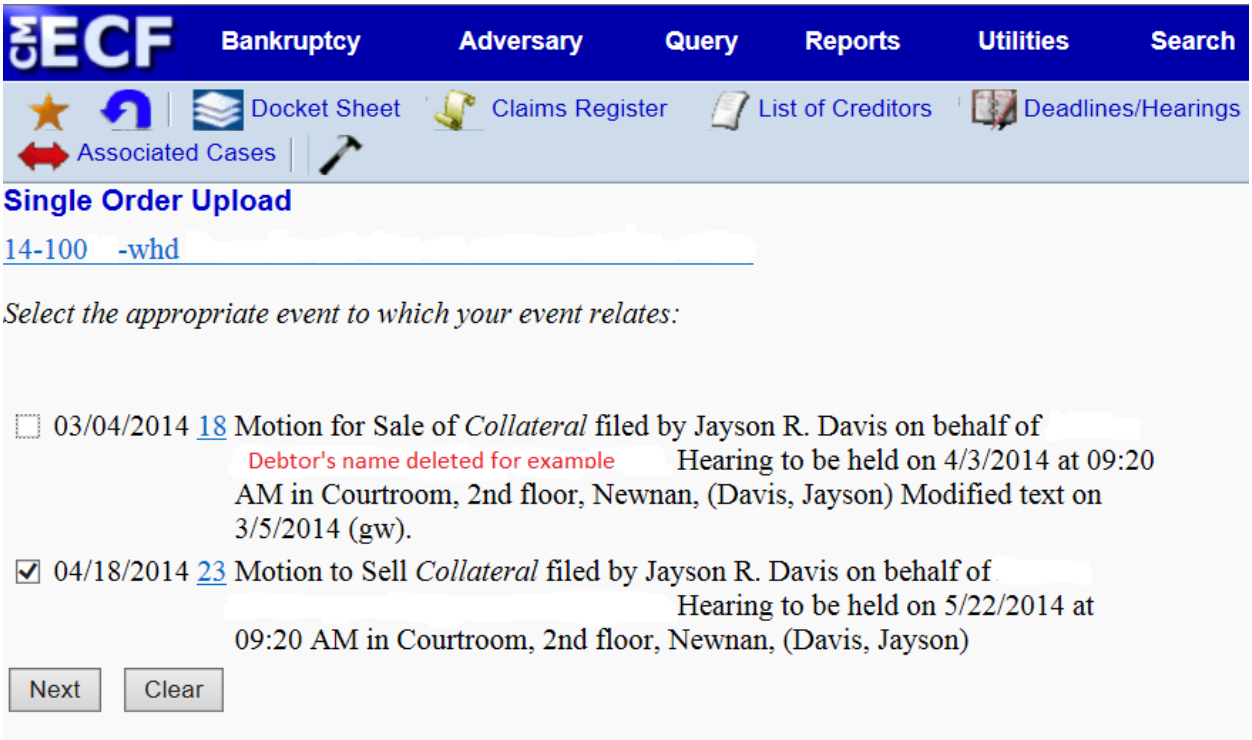
Click "**Next**" to proceed.



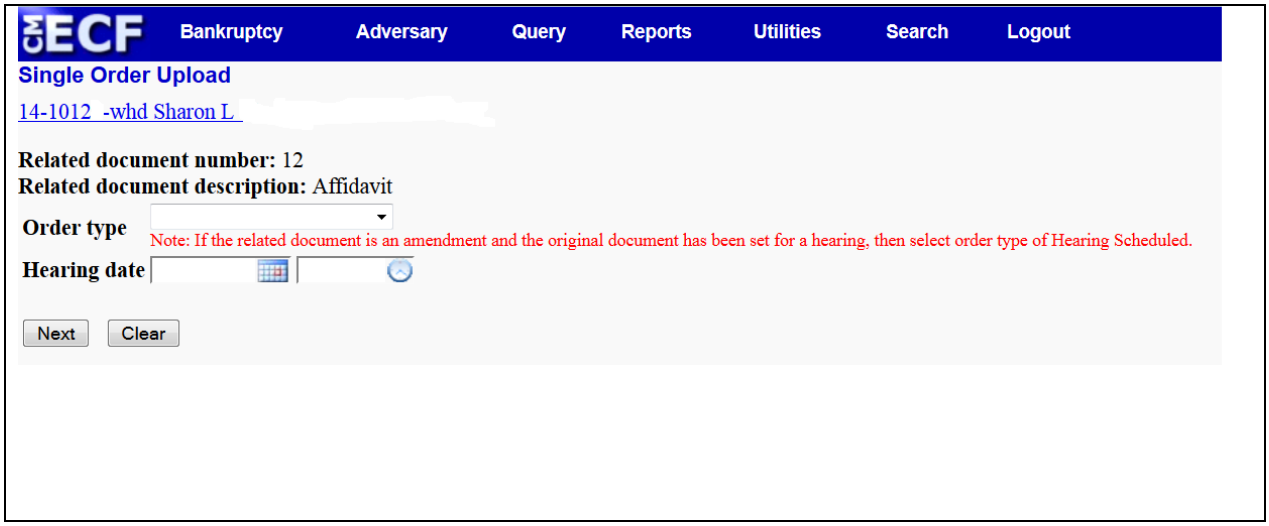
Related document category list (as discussed above, with parenthetical expansions added):

Answer	crditcrd *(credit card)*
Appeal	misc (*miscellaneous*)
Auditor	motion
caseupld *(case upload)*	notice
Claims	order
cmp (*complaint*)	plan
Court	trustee

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

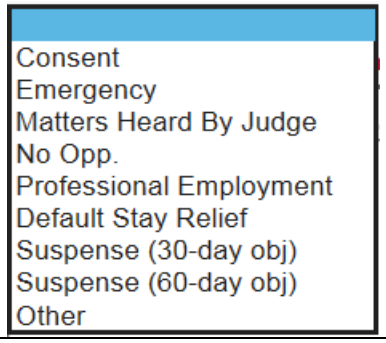


Step 7-A. On this screen (note graphic, below), E-Orders provides you with several fields to check - Case Number, Case Name, and Related Document Number/Description.



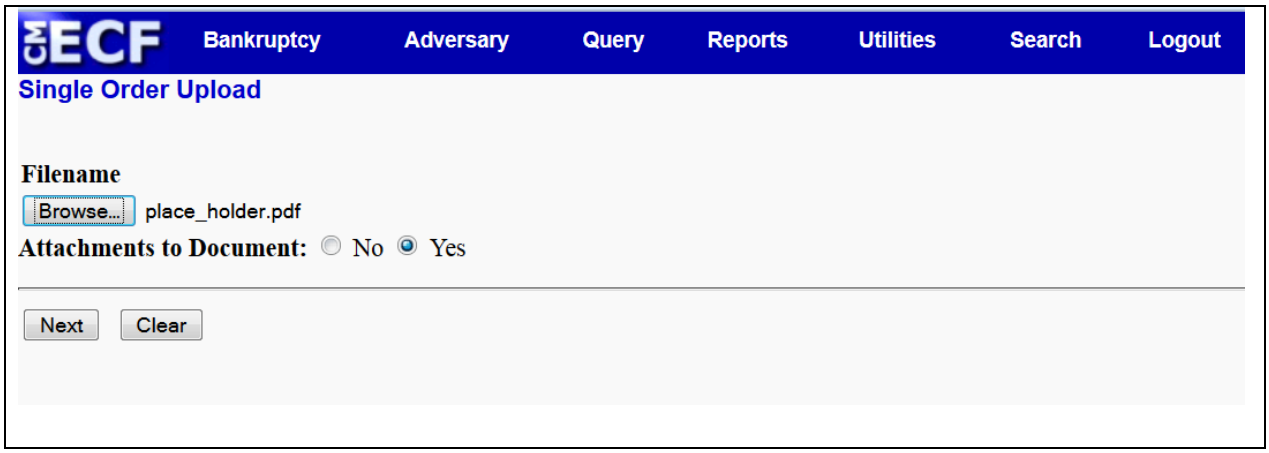
Step 7-B. Also on this screen is a "pick list" from which to select the "**Order Type**" for your Proposed Order. Click on the down arrow at the right of the pick list to produce the list. You must select one and only one choice from this list.

The **Hearing Date/Time** information is not required.

The list of Order Type choices:	**Actual Screen that you will see in ECF:**
Consent	
Emergency	
Matters Heard By Judge	
No Opp. (*No Opposition*)	
Professional Employment	
Default Stay Relief	
Suspense (30-day obj) *(30-day Objection Period)*	
Suspense (60-day obj) *(60-day Objection Period)*	
Other	

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 file selection "Browse" button. (You may choose to add Attachments by clicking the "Yes" radio button.)



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".

If you do click the "Next" button in error, please see the end of this manual for information on *correcting upload errors*.

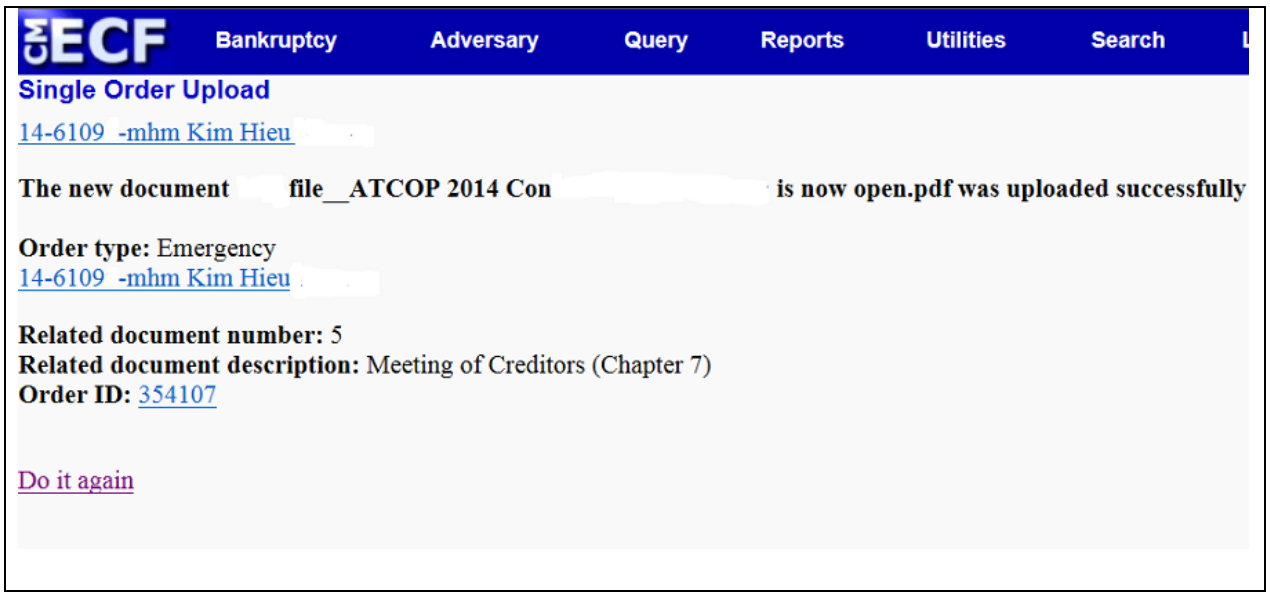
Click"**Next**".

Step 8. After you upload your Proposed Order, a **Confirmation Screen** appears for your review. (Note graphic, below.)

Step 8-A. To view the PDF of your uploaded Proposed Order, click on the Order ID hyperlink as shown below. (In the example, the hyperlink to the file in the example is 354107.pdf. Your file name will be different.)

Step 8-B. Note that the Confirmation Screen indicates that your Proposed Order was "...uploaded successfully...". (GANB EOrders are routed to the "CRD-Inbox". That is the E-Orders name for the **C**ourt**r**oom **D**eputy Inbox.)

Step 8-C. If you click the "Do it Again" 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.

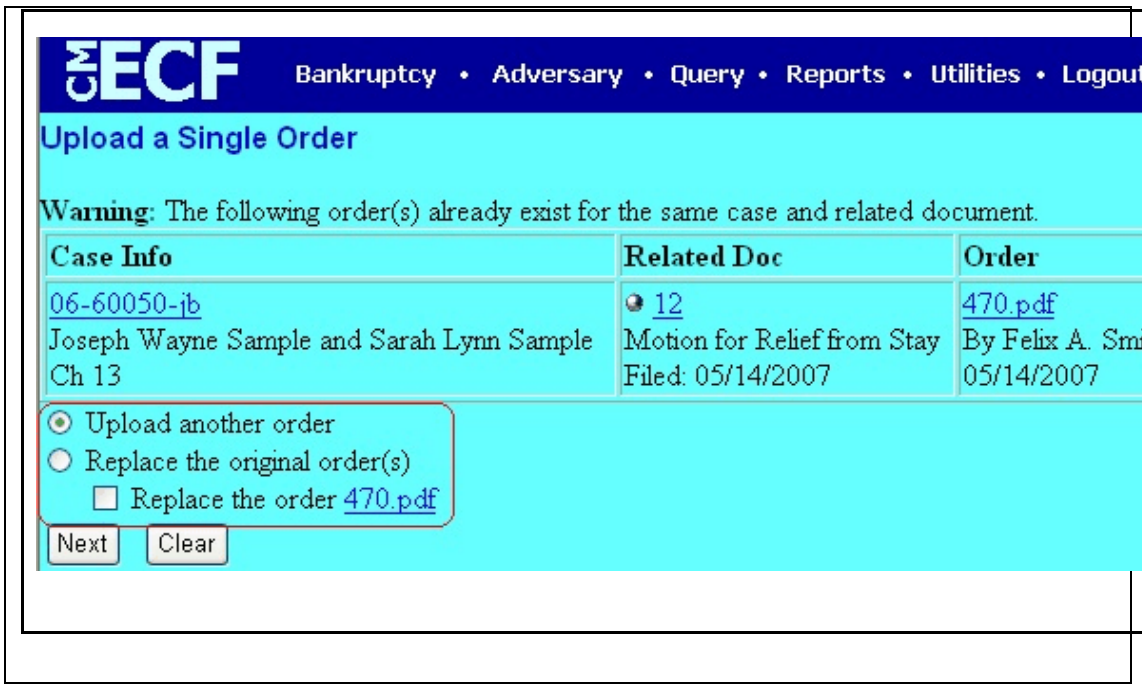


This ends the "Single Order Upload" Process in E-Orders.

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 staff to send an "email to the submitter". This email can be used for any notification, 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", then "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 can make the necessary changes and then 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.