Proposed Order

Proposed Orders can be submitted by either filing it on the docket as an individual event or by creating an attachment to motion. For information regarding attachments, see instructions titled "Attachments to Documents".

Step 1   Click the **Bankruptcy** link on the CM/ECF Main Menu. (See Figure 1)

Figure 1

Step 2   The **Bankruptcy Events** screen displays. (See Figure 2)

Figure 2

◆   Click **Other**.

Step 3   The **Case Number** screen displays. (See Figure 3)

Figure 3

♦   Enter the case number in yy-nnnnn format and click **Next** to continue.

Step 4   The **Available Events** screen is displayed. (See Figure 4)

Figure 4

♦   To locate the event, either scroll down the selection box or start typing the event in the box above **Available Events**. In this example, start typing "proposed" until it displays in the **Available Events** list.

♦   When the event is located, highlight it with your mouse, which will place it in the **Selected Events** on the right of the screen.

♦   When the correct event is chosen and in the **Selected Events** box, click **Next** to continue.

Step 5   The **Joint Filing with other attorney** screen appears. (See Figure 5)

Figure 5

◆   If this is a joint filing with another attorney from your office, put a check in the box and click **Next** to continue. If it is not joint, click **Next** to continue.

Step 6   The **Party Selection** screen appears. (See Figure 6)

Figure 6

◆   Highlight the party filer and click **Next** to continue.

NOTE: If the party name is not appearing in the selection box, add them by clicking the Add/Create New Party link.

Step 7   The **PDF Document Selection** screen will then display. (See Figure 7a)

Figure 7a

◆   Click the **Browse** button, then navigate to the directory where the PDF file is located and select it with your mouse.

    •   To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 7b)
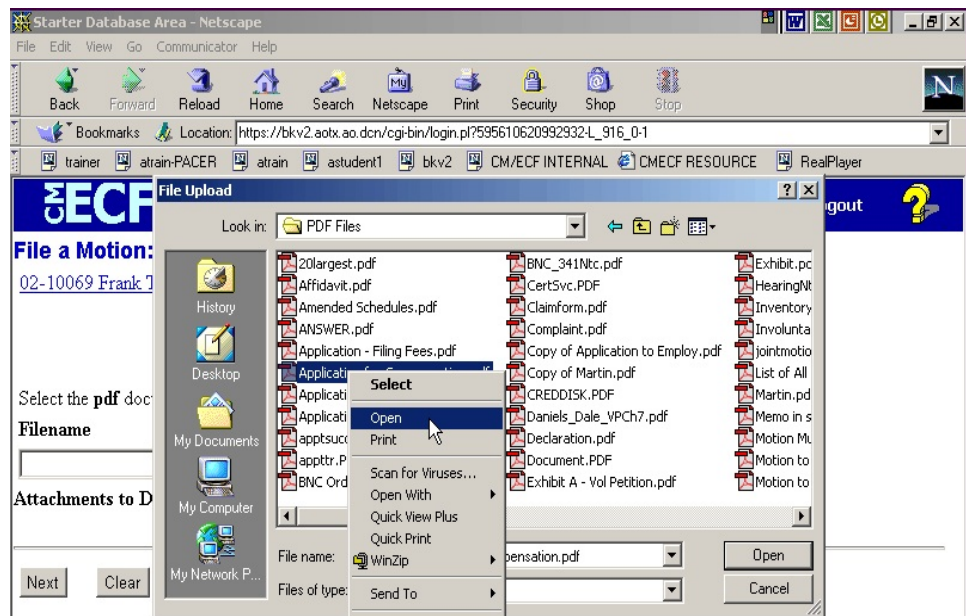

Figure 7b

- This will launch Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.

- Close the Adobe application and click **Open** on the file upload dialogue box.   (See Figure 7c)
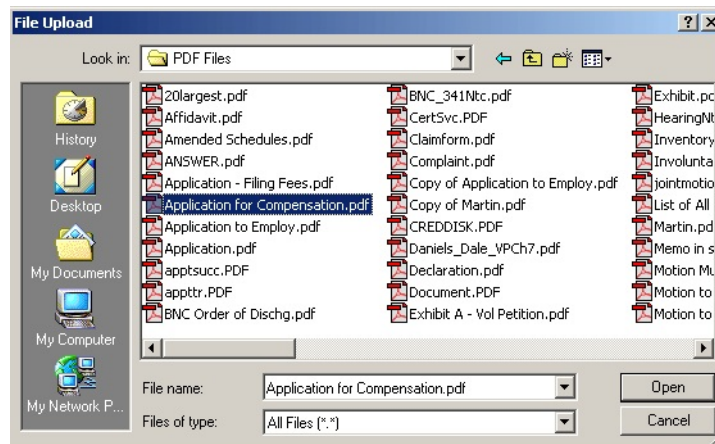

Figure 7c

- The **PDF Document Selection** screen will then show the pathway to the PDF file. (See Figure 7d)

Figure 7d

- Click **Next** to continue.

Step 8 The **Refer to existing event(s)?** screen displays. (See Figure 8)

Figure 8

◆ If the proposed order is related to an existing motion, put a ✔ in the box next to **Refer to existing event(s)?** and continue to Step 9.

◆ If the proposed order is not related to an existing motion on the docket, ignore the prompt and click **Next** to continue. Skip ahead to Step 11 to continue.

Step 9 The **Category selection** screen displays. (See Figure 9)

Figure 9

◆ Select all categories in the slide box. By selecting all categories, it assures that the entire docket displays for ease in linking.

◆ Click **Next** to continue.

Step 10   The **Event selection** screen displays. (See Figure 10)

Figure 10

◆   Place a ✔ in the box next to the motion that is related to the proposed order being filed.

◆   Click **Next** to continue.

Step 11 The **Select claim(s) from list** screen appears. (See Figure 11)
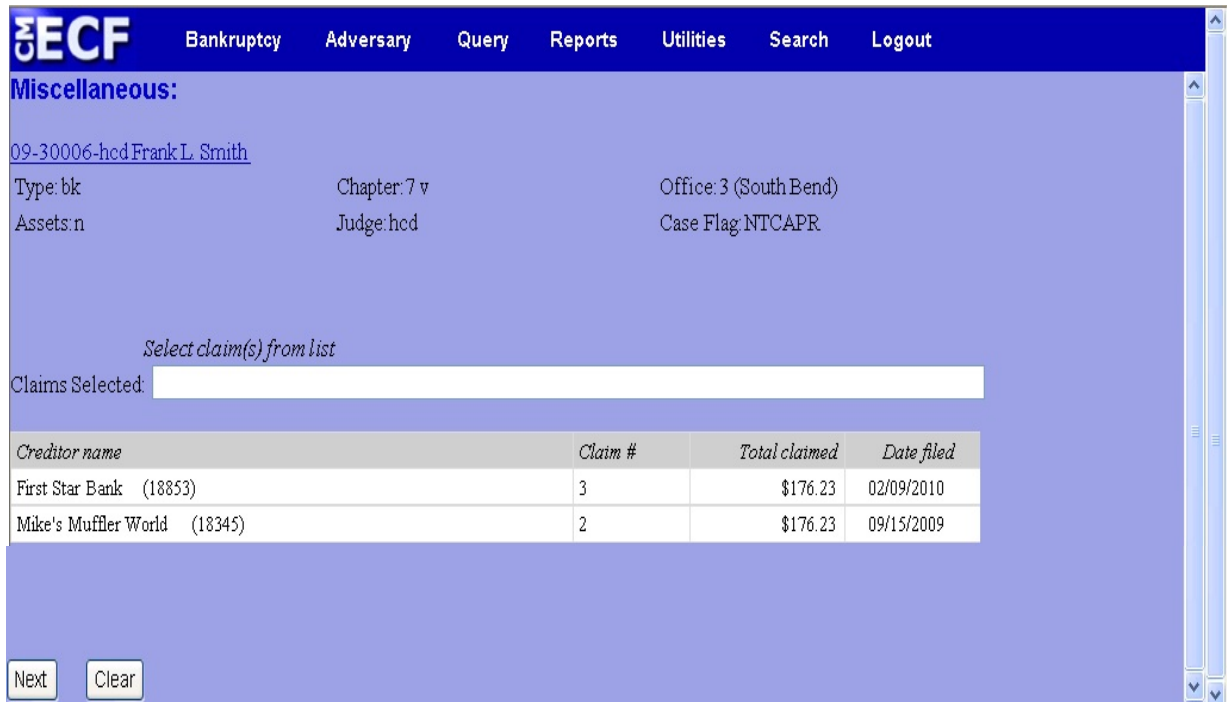

Figure 11

◆ If the proposed order is directly related to an existing proof of claim, select the claim with the mouse and click **Next** to continue.

◆ If the proposed order is not related to an existing proof of claim, click **Next** to continue. A warning screen will appear (See Figure 11a). Click **OK** to continue.

Figure 11a

Step 12   The **Docket Text: Modify as Appropriate** screen appears. (See Figure 12)

Figure 12

◆   Additional text is not required to be entered in the text boxes provided.

    •   The street address or common address of real property is acceptable.

◆   Click **Next** to continue.

Step 13   The **Docket Text: Final Text** screen displays. (See Figure 13)

Figure 13

◆   Carefully verify the final docket text. This is your last chance to change this entry before filing. If correct, click **Next**.

◆   If the final docket text is incorrect:

      •   Click the browser **Back** button to find the screen to be modified.

      •   To abort or restart the transaction, click the Bankruptcy hyperlink on the **Main Menu Bar**.

Step 14   The **Notice of Electronic Filing screen** displays.

◆   This screen can be either saved or printed.