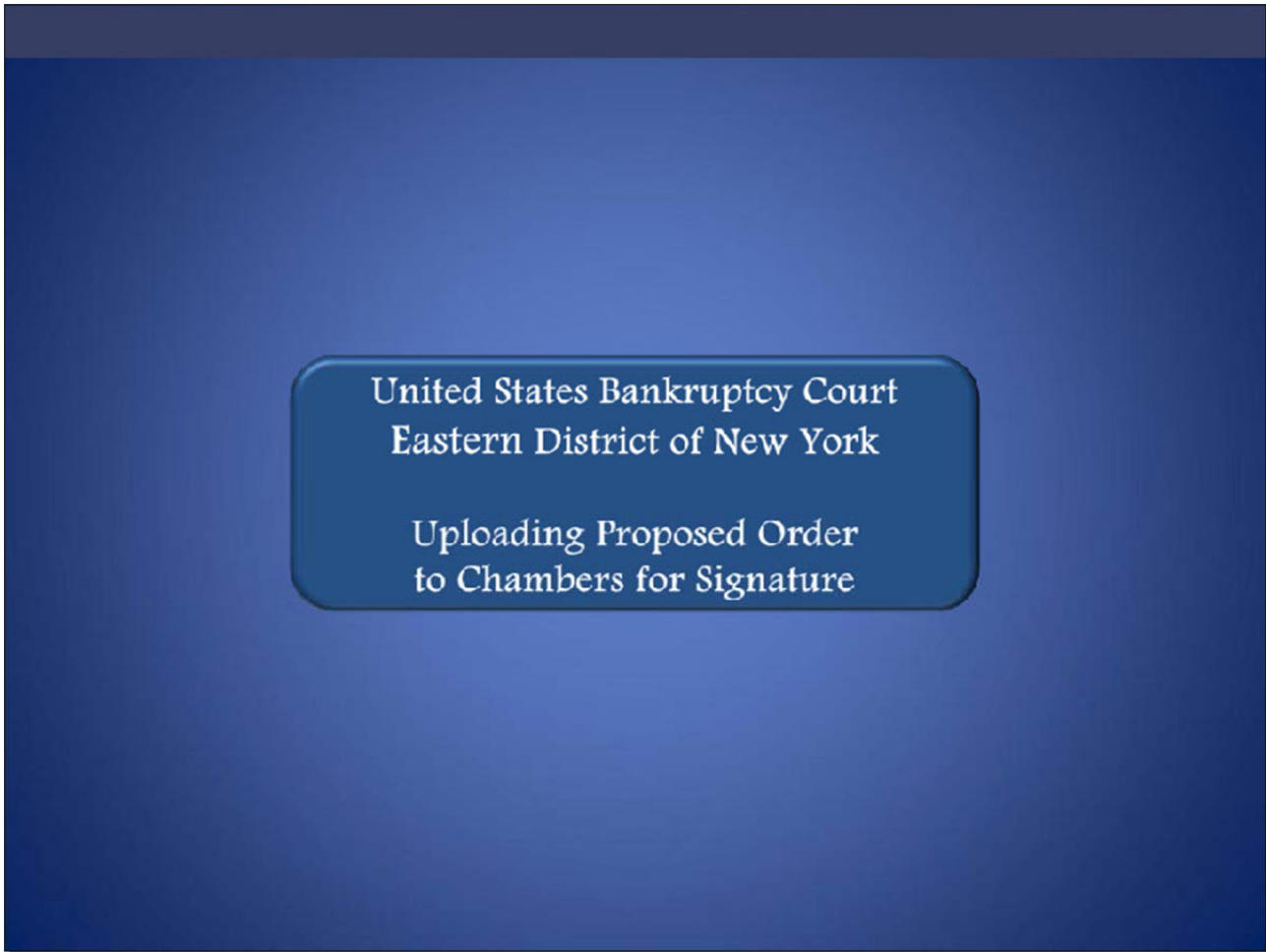


# Uploading Proposed Order to Chambers for Signature

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## Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Uploading Proposed Order to Chambers for Signature.

# Uploading Proposed Order to Chambers for Signature


## Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court


### Navigation Instructions

Table of Contents:


Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:


The arrow in the top left corner of the screen, 

Or


The TOC button in the Navigation bar. 


Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

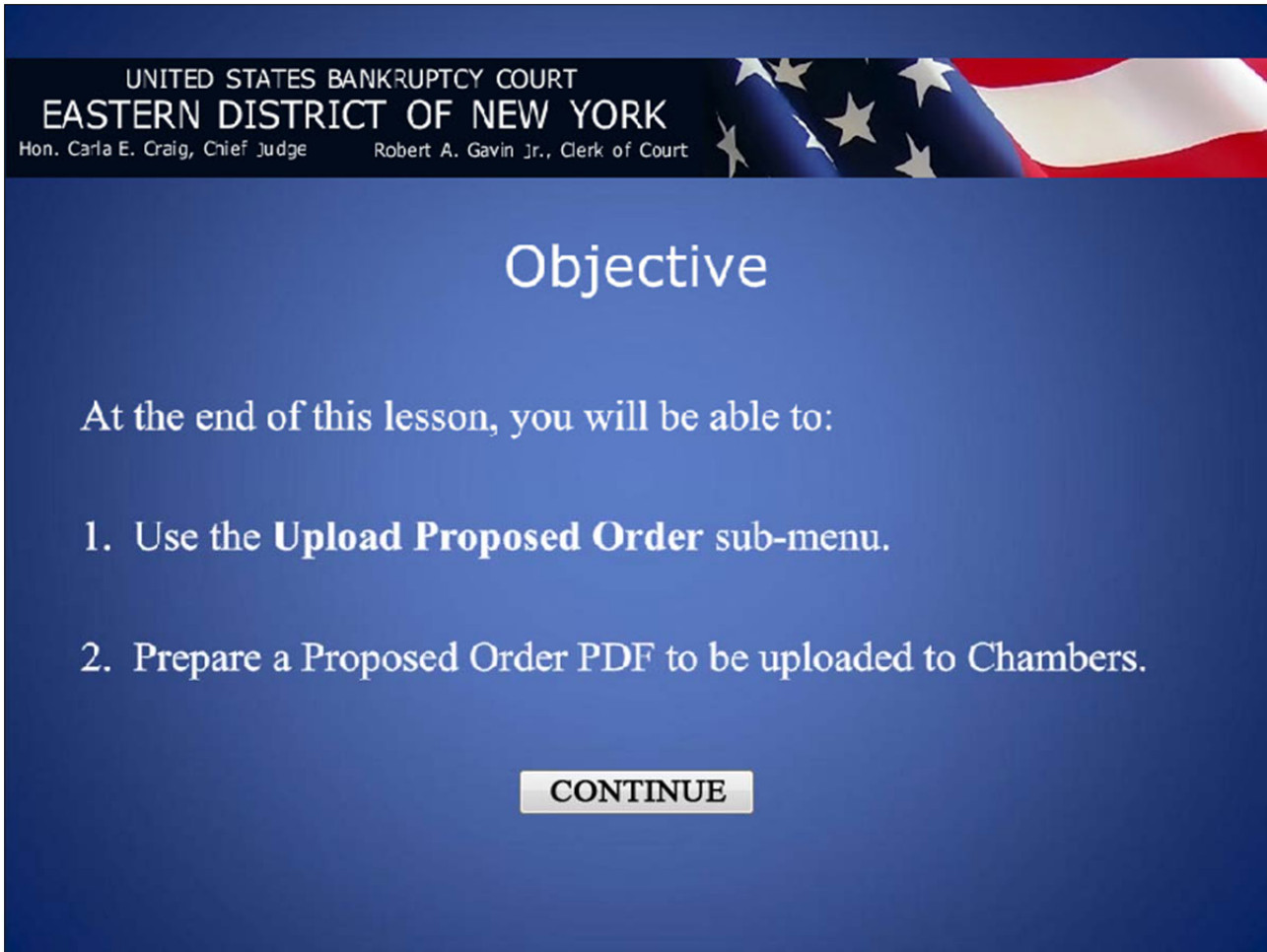
Select START when you are ready to begin.

**START**

# Uploading Proposed Order to Chambers for Signature

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## Slide 3 - Objective



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

Objective

At the end of this lesson, you will be able to:

1. Use the **Upload Proposed Order** sub-menu.
2. Prepare a Proposed Order PDF to be uploaded to Chambers.


**CONTINUE**

# Uploading Proposed Order to Chambers for Signature

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## Slide 4 - Order Requirements

UNITED STATES BANKRUPTCY COURT  
**EASTERN DISTRICT OF NEW YORK**  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court



When submitting a Proposed Order using the E-Orders module, the file must be prepared in compliance with the following requirements, or the Order may be rejected by Chambers staff:

1. Create the Proposed Order using a word processing application (i.e. Word [.doc] or WordPerfect [.wpd]) and convert it to a text accessible PDF file to allow editing. **Do not scan the Order.**
2. Convert the Proposed Order from a word processing document (Word [.doc] or WordPerfect [.wpd]) to a Portable Document Format ([.pdf]).

**CONTINUE**



## Uploading Proposed Order to Chambers for Signature

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### Slide 5 - Order Requirements (Cont'd)

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court

3. Do not use pleading lines or elaborate formatting such as borders, graphics, special date codes or colors, file locations, data merging, hyperlinks, column formats and page numbers.
4. Leave a four-inch margin at the bottom of the last page of the Proposed Order for the date and the Judge's signature. Do not include a date or line for the date or Judge's signature. The date of the Order and the Judge's signature will automatically be affixed by the system.
5. When assigning a filename to your PDF document, do not use any special characters such as !@#\$%^&\*()-={ }[]\?;.,'

CONTINUE

# Uploading Proposed Order to Chambers for Signature

## Slide 6 - ECF Main Menu

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/login.pl Google

**CM/ECF** **Bankruptcy** Adversary Query Reports Utilities Search Logout

Select Bankruptcy

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK

**U.S. Bankruptcy Court  
Eastern District of New York  
Official Court Electronic Document Filing System**

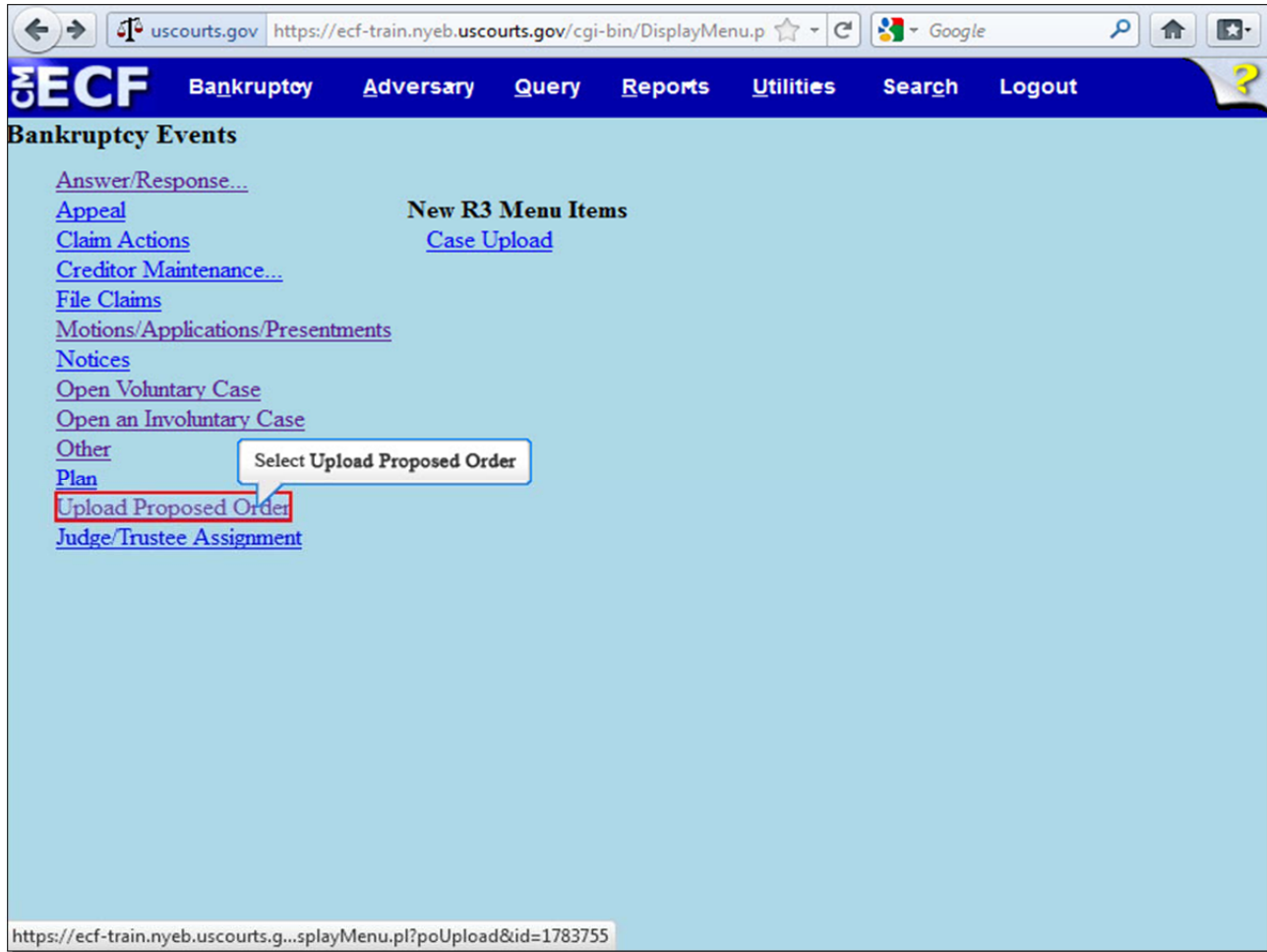
[PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.](#)

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rules of Civil Procedure 11 and Federal Rules of Bankruptcy Procedure 0011. Evidence of*

After successfully logging in to CM/ECF, select **Bankruptcy** if you are uploading a Proposed Order to a bankruptcy case, or select **Adversary** if you are uploading a Proposed Order to an adversary case. For this lesson, select **Bankruptcy**.

# Uploading Proposed Order to Chambers for Signature

## Slide 7 - Bankruptcy Events



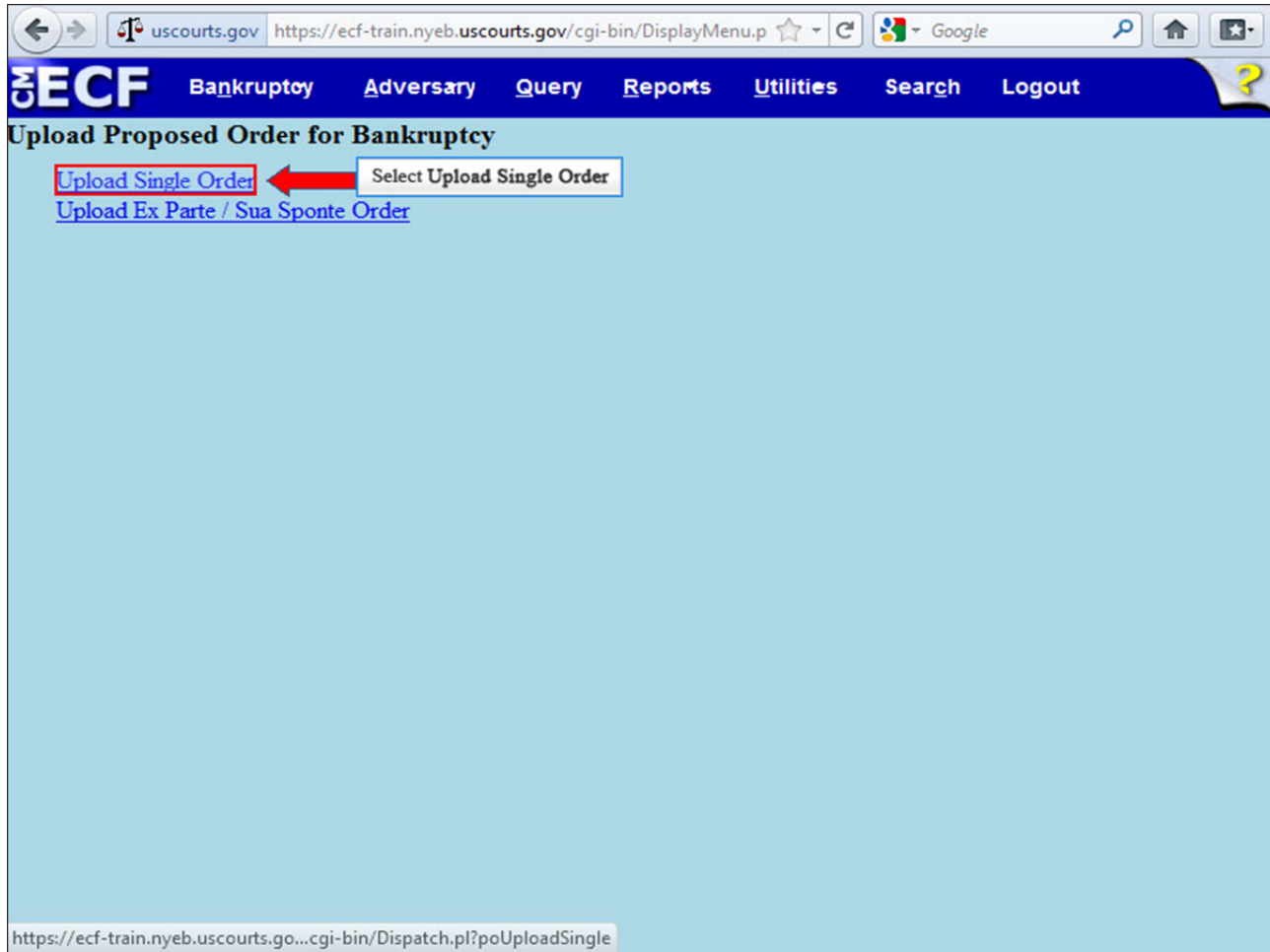
From the **Bankruptcy Events** menu, select **Upload Proposed Order**.

**TIP:** If you were uploading a Proposed Order to an adversary case, you would select the same **Upload Proposed Order** option in the **Adversary Events** menu.

# Uploading Proposed Order to Chambers for Signature

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## Slide 8 - Upload Proposed Order for Bankruptcy



As our Proposed Order is related to a previously-filed Motion, select **Upload Single Order**.

# Uploading Proposed Order to Chambers for Signature

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## Slide 9 - Enter Case Number

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?pol>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Upload a Single Order". Below this, there is a text input field labeled "Case number" containing the value "12-70010". To the right of the input field is a "Find This Case" button and a text string "Examples: 99-12345, 1:99-bk-12345 or 1-99-bk-12345". Below the input field are two buttons: "Next" and "Clear". A red box highlights the "Next" button, and a blue callout box with an arrow points to it, containing the text "Select Next".

Enter your **Case number**, and select **Next** to continue.



# Uploading Proposed Order to Chambers for Signature

## Slide 10 - Related Document Number

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?802>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Upload a Single Order" with a sub-heading "8-12-70010-nhl Selma Widner". A form field labeled "Related Document Number" is highlighted with a red box, followed by the instruction "Enter the document number of the related matter for which the order is being submitted." Below this is a note: "Note: If you don't know the related document number, click on Next to continue." Two buttons, "Next" and "Clear", are shown. The "Next" button is also highlighted with a red box, and a tooltip "Select Next" is visible over it.

Enter the document number of the related matter for which the Order is being submitted. If you do not know the **Related Document Number**, select **Next** to continue.

# Uploading Proposed Order to Chambers for Signature

## Slide 11 - Category Selection

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?962>. The page title is "Upload a Single Order". Below the title, it says "Select the category to which your event relates:". A dropdown menu is open, showing a list of categories: answer, appeal, auditor, claims, cmp, court, crditcrd, ltdcred, misc, and motion. The "motion" category is highlighted in blue. A red arrow points from a callout box labeled "Select motion" to the "motion" option. Below the dropdown, there are two input fields: "Filed" and "Documents", each followed by a "to" label and another input field. Below these fields are two buttons: "Next" and "Clear". A red box highlights the "Next" button, and a blue callout box labeled "Select Next" points to it.

Select **motion** from the list of categories, as the Proposed Order relates to a motion. Select **Next** to continue.

# Uploading Proposed Order to Chambers for Signature

## Slide 12 - Related Event(s)

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?108>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Upload a Single Order". Below this, a instruction reads: "You **MUST** select the appropriate event to which your order relates:". There are three event entries, each with a checkbox and a description:

- 04/27/2012 5 Motion to Extend Time Filed by Selma Widner. (dms)
- 12/11/2012 8 Motion for Relief from Stay *re: 20 Boganville Road, Northport, NY 11768* Fee Amount \$176. Filed by Simon Marcus on behalf of AT&T Mobility. Hearing scheduled for 1/3/2013 at 10:00 AM at Courtroom 3577 (Judge Lord), Brooklyn, NY. (Marcus, Simon)
- 12/12/2012 9 Amended Motion for Relief from Stay *correcting creditor's address*. Fee Amount \$176. Filed by Simon Marcus on behalf of AT&T Mobility (RE: related document(s) 8 Motion for Relief From Stay filed by Creditor AT&T Mobility). Hearing scheduled for 1/3/2013 at 10:00 AM at Courtroom 3577 (Judge Lord), Brooklyn, NY. (Marcus, Simon)

At the bottom left, there are two buttons: "Next" and "Clear". A tooltip with the text "Select Next" is positioned over the "Next" button.

Place a check in the box next to the event to which your Order relates. Select **Next** to continue.

# Uploading Proposed Order to Chambers for Signature

## Slide 13 - Order Type

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?165>. The page title is "Upload a Single Order". The case information is as follows:

- Case Number: 8-12-70010-nhl
- Case Name: Selma Widner
- Related Document Number: 9
- Related Document Description: Motion for Relief From Stay

The "Order Type" dropdown menu is open, showing the following options:

- Hearing Held (highlighted with a red box and a callout bubble that says "Select Hearing Held")
- Hearing Scheduled
- Hearing Not Held
- Clerk's Office Orders
- Other

A red text instruction reads: "If it is an amendment and the original document has been set for a hearing, then select order type of Hearing Held".

Other fields on the form include:

- Hearing Date: 03/19/2002 or 03/19/02
- File to Upload: A text input field with a "Browse..." button. A note states: "Note: You can only upload files with a .pdf extension."
- Settlement Date: A text input field with examples: "Examples: 03/19/2002 or 03/19/02"
- Other Doc Num: A text input field with a note: "Other related document number(s) (e.g. 2,4-7)"
- Notes: A large text area.

Below the main form, there are sections for additional documents:

- "Please Upload Additional Order Related Document(s):"
- "Please Upload Word Processing Document (Required for external users / Optional for internal users):" with a "Browse..." button. A note says: "Note: Submit a copy of the order in .doc, .docx, or .wpd format."
- "Please Upload Additional PDF Document (Optional):" with a "Browse..." button. A note says: "Note: Submit additional order-related document/exhibitions"

Select an **Order Type** from the drop-down box. Select **Hearing Held** if your motion was already heard. Select **Hearing Scheduled** if your motion is scheduled to be heard on a future date. Disregard **Hearing Not Held**, **Clerk's Office Orders**, and **Other**. For this lesson, select **Hearing Held**.

# Uploading Proposed Order to Chambers for Signature

## Slide 14 - File to Upload

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?165>. The page title is "Upload a Single Order". The case information is as follows:

- Case Number: 8-12-70010-nhl
- Case Name: Selma Widner
- Related Document Number: 9
- Related Document Description: Motion for Relief From Stay

The "Order Type" is set to "Hearing Held". A red note states: "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." The "Hearing Date" is "01/03/2013", with examples "03/19/2002 or 03/19/02". The "File to Upload" field is empty, with a "Browse..." button highlighted by a red box. A blue callout box points to the "Browse..." button with the text "Select Browse...". A note next to the field says: "Note: You can only upload files with a .pdf extension." The "Settlement Date" field is empty, with examples "03/19/2002 or 03/19/02". The "Other Doc Num" field is empty, with the label "Other related document number(s) (e.g. 2,4-7)". There is a "Notes" text area. Below the main form, there is a section titled "Please Upload Additional Order Related Document(s):". It includes two options:

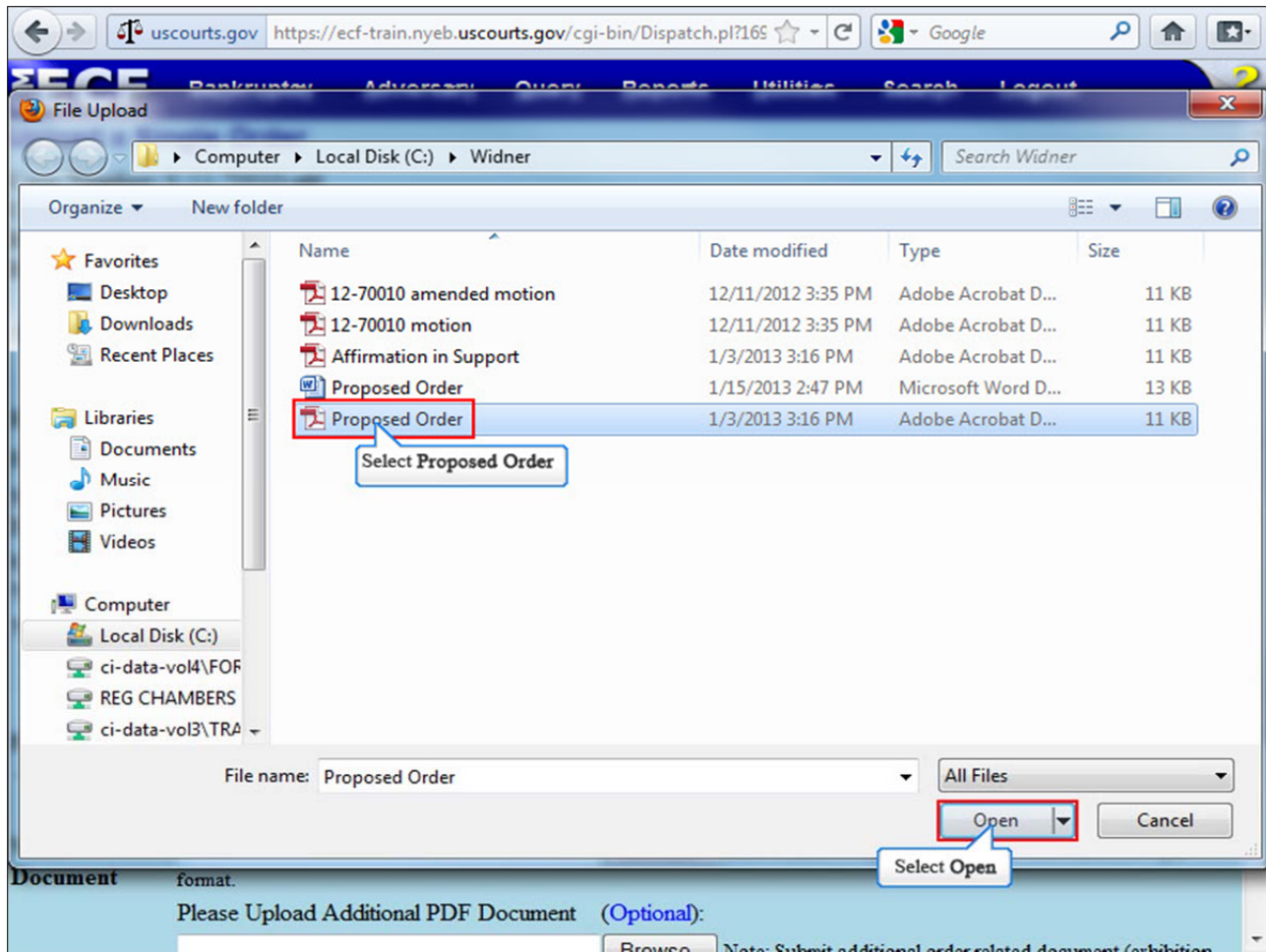
- "Please Upload Word Processing Document (Required for external users / Optional for internal users):" with a "Browse..." button. A note says: "Note: Submit a copy of the order in .doc, .docx, or .wpd format."
- "Please Upload Additional PDF Document (Optional):" with a "Browse..." button. A note says: "Note: Submit additional order-related document/exhibitions"

The date your motion was heard in Court automatically populates the **Hearing Date** field. Select **Browse...** to upload the Proposed Order in PDF.



# Uploading Proposed Order to Chambers for Signature

## Slide 15 - File to Upload (Cont'd)



Select the PDF version of the **Proposed Order**. It is highly recommended that you first right click to open and view any file you are uploading to confirm that it is the correct document. Select **Open** to upload the Proposed Order.

# Uploading Proposed Order to Chambers for Signature

## Slide 16 - Upload Word Document

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?165

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

Case Number: 8-12-70010-mml  
Case Name: Selma Widner  
Related Document Number: 9  
Related Document Description: Motion for Relief From Stay

Order Type: Hearing Held  
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: 01/03/2013 Examples: 03/19/2002 or 03/19/02

File to Upload: C:\Widner\Proposed Order.pdf Browse... Note: You can only upload files with a .pdf extension.

Settlement Date: 1/22/2013 Examples: 03/19/2002 or 03/19/02

Other Doc Num: 10 Other related document number(s) (e.g. 2,4-7)

Notes

Please Upload Additional Order Related Document(s):

Please Upload Word Processing Document (Required for external users / Optional for internal users):

Word Document: Browse... Note: Submit a copy of the order in .doc, .docx, or .wpd format.

Please Upload Additional PDF Document (Optional): Select Browse...  
Attachment: Browse... Note: Submit additional order related document (exhibition, etc.).

The attachment is a Form 21

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

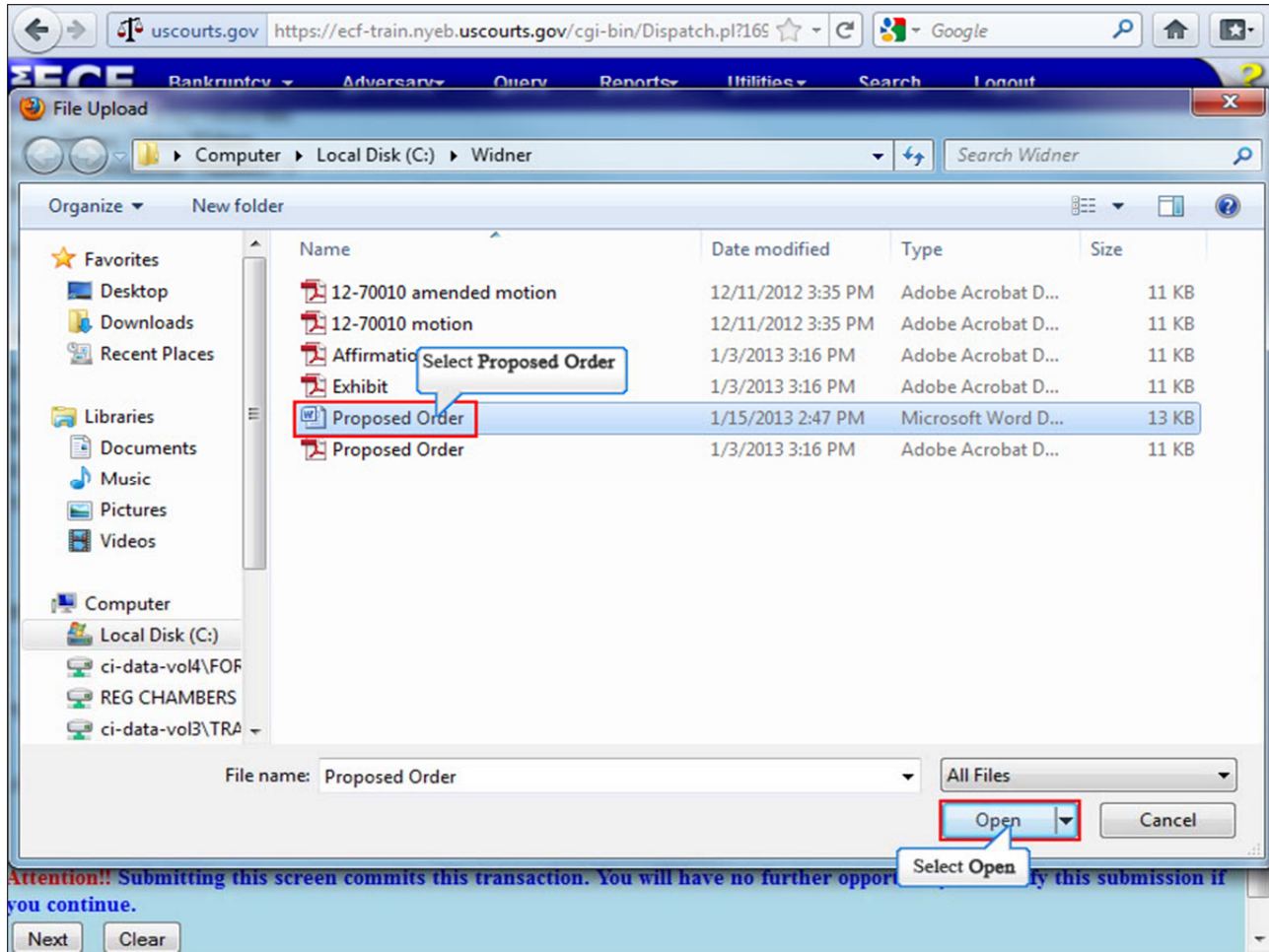
Next Clear

If you are uploading an Order with a Settlement Date - in other words, the Judge stated at the end of the hearing to settle the Order - enter the **Settlement Date** in the appropriate box. If there are other documents on the case that are related to the motion for which you are filing the Proposed Order, such as objections or affirmations in support, enter those document numbers in the **Other Doc Num** box. Use the **Notes** box to provide only additional information to help Chambers understand an out-of-the-ordinary Proposed Order. It is recommended that this box be used on a limited basis.

In addition to a PDF version, the Proposed Order must also be uploaded in word processing format (i.e. Word, WordPerfect). Select the **Browse...** button next to **Word Document** to do so.

# Uploading Proposed Order to Chambers for Signature

## Slide 17 - Upload Word Document (Cont'd)



Select the word processing version of the **Proposed Order**, and then select **Open** to upload the Proposed Order.

# Uploading Proposed Order to Chambers for Signature

## Slide 18 - Additional Attachment

The screenshot shows the ECF system interface for case 03-12-70010-mml, Case Name: Selma Widner, Related Document Number: 9, and Description: Motion for Relief From Stay. The 'Order Type' is set to 'Hearing Held'. The 'Hearing Date' is 01/03/2013. The 'File to Upload' is 'C:\Widner\Proposed Order.pdf'. The 'Settlement Date' is 1/22/2013. The 'Other Doc Num' is 10. There is a 'Notes' field. Below this, there is a section for 'Please Upload Additional Order Related Document(s):'. It includes a 'Word Document' field with 'C:\Widner\Proposed Order.docx' and a 'Browse...' button. Below that is a 'Please Upload Additional PDF Document (Optional):' section with an 'Attachment:' field and a 'Browse...' button. A checkbox 'The attachment is a Form 21' is present. A callout box points to the 'Browse...' button with the text 'Select Browse...'. At the bottom, there is an 'Attention!!' warning and 'Next' and 'Clear' buttons.

Case Number: 03-12-70010-mml  
Case Name: Selma Widner  
Related Document Number: 9  
Related Document Description: Motion for Relief From Stay

Order Type: Hearing Held  
*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: 01/03/2013 Examples: 03/19/2002 or 03/19/02

File to Upload: C:\Widner\Proposed Order.pdf  *Note: You can only upload files with a .pdf extension.*

Settlement Date: 1/22/2013 Examples: 03/19/2002 or 03/19/02

Other Doc Num: 10 Other related document number(s) (e.g. 2,4-7)

Notes

Please Upload Additional Order Related Document(s):

Please Upload Word Processing Document (*Required for external users / Optional for internal users*):

Word Document: C:\Widner\Proposed Order.docx  *Note: Submit a copy of the order in .doc, .docx, or .wpd format.*

Please Upload Additional PDF Document (*Optional*):

Attachment:  *Note: Submit additional order related document (exhibition, etc.).*

The attachment is a Form 21

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

You may also add an additional attachment to a Proposed Order, such as an exhibit. For example, when submitting a Proposed Order "to Approve the Stipulation," select **Browse...** to upload the Stipulation as an additional PDF document. However, you must comply with the Judges' guidelines when uploading additional PDF documents with the Proposed Order. Also, you should only upload an additional attachment at the direction of Chambers. Select the **Browse...** button next to **Attachment** to do so.







# Uploading Proposed Order to Chambers for Signature

## Slide 20 - Form 21 / Committing Transaction

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?165

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

Case Number: 8-12-70010-ml  
Case Name: Selma Widner  
Related Document Number: 9  
Related Document Description: Motion for Relief From Stay

Order Type: Hearing Held  
*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: 01/03/2013 Examples: 03/19/2002 or 03/19/02

File to Upload: C:\Widner\Proposed Order.pdf  *Note: You can only upload files with a .pdf extension.*

Settlement Date: 1/22/2013 Examples: 03/19/2002 or 03/19/02

Other Doc Num: 10 Other related document number(s) (e.g. 2,4-7)

Notes

Please Upload Additional Order Related Document(s):

Please Upload Word Processing Document (*Required for external users / Optional for internal users*):

Word Document: C:\Widner\Proposed Order.docx  *Note: Submit a copy of the order in .doc, .docx, or .wpd format.*

Please Upload Additional PDF Document (*Optional*):

Attachment: C:\Widner\Exhibit.pdf  *Note: Submit additional order related document (exhibition, etc.).*

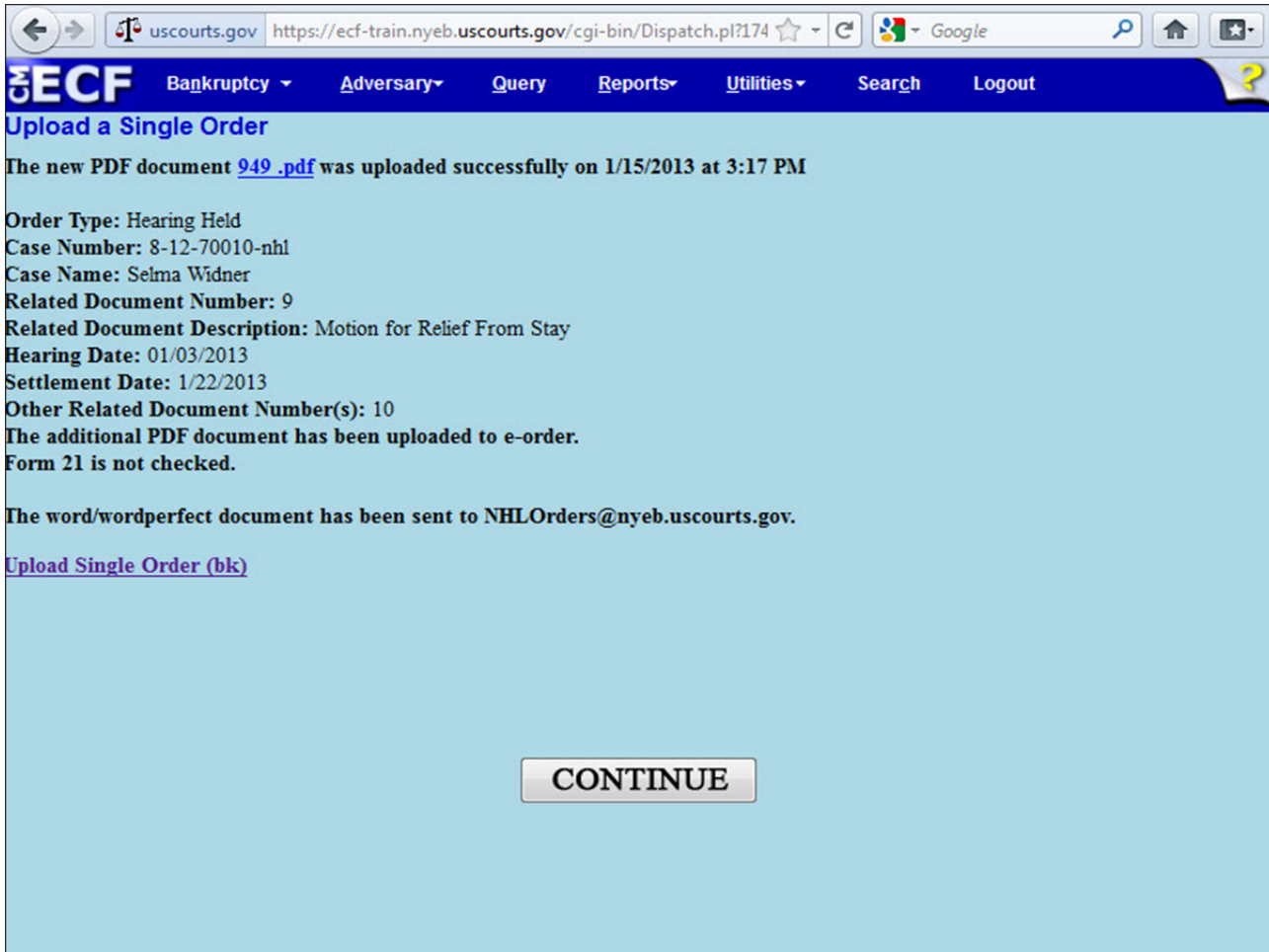
The attachment is a Form 21

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

If the additional attachment is a Form 21, the Statement of Social-Security Number(s), place a check in the corresponding box. Before committing your transaction, make sure that the information entered and documents uploaded on this screen are correct, as you will have no further opportunity to modify this submission if you continue. Once you have made sure that all information is correct, select **Next** to continue.

## Uploading Proposed Order to Chambers for Signature

### Slide 21 - Upload Successful



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?174>. The page title is "Upload a Single Order". The main content area is light blue and contains the following text:

The new PDF document [949 .pdf](#) was uploaded successfully on 1/15/2013 at 3:17 PM

Order Type: Hearing Held  
Case Number: 8-12-70010-nhl  
Case Name: Selma Widner  
Related Document Number: 9  
Related Document Description: Motion for Relief From Stay  
Hearing Date: 01/03/2013  
Settlement Date: 1/22/2013  
Other Related Document Number(s): 10  
The additional PDF document has been uploaded to e-order.  
Form 21 is not checked.

The word/wordperfect document has been sent to [NHLOrders@nyeb.uscourts.gov](mailto:NHLOrders@nyeb.uscourts.gov).

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

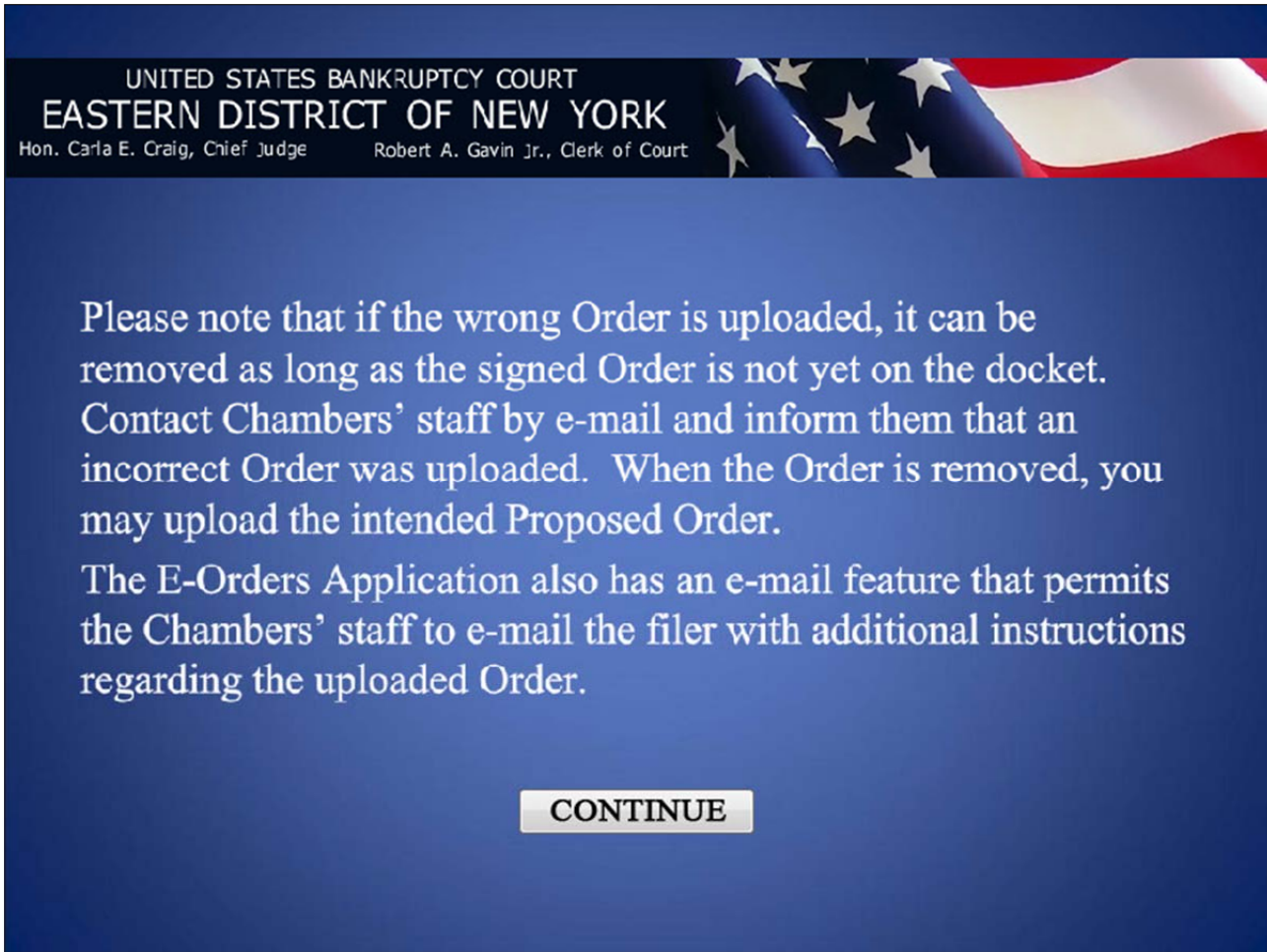
At the bottom of the page, there is a button labeled "CONTINUE".

When you reach this screen, the Proposed Order has been uploaded successfully. The filer will then receive an e-mail notification acknowledging the receipt of the Proposed Order. Once the Order has been signed by the Judge and docketed by the Clerk's Office, the filer will receive an e-mail notification in the form of a **Notice of Electronic Filing**. If you need to upload another Proposed Order, select **Upload Single Order (bk)**.

## Uploading Proposed Order to Chambers for Signature

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### Slide 22 - After Uploading the Proposed Order



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

Please note that if the wrong Order is uploaded, it can be removed as long as the signed Order is not yet on the docket. Contact Chambers' staff by e-mail and inform them that an incorrect Order was uploaded. When the Order is removed, you may upload the intended Proposed Order.

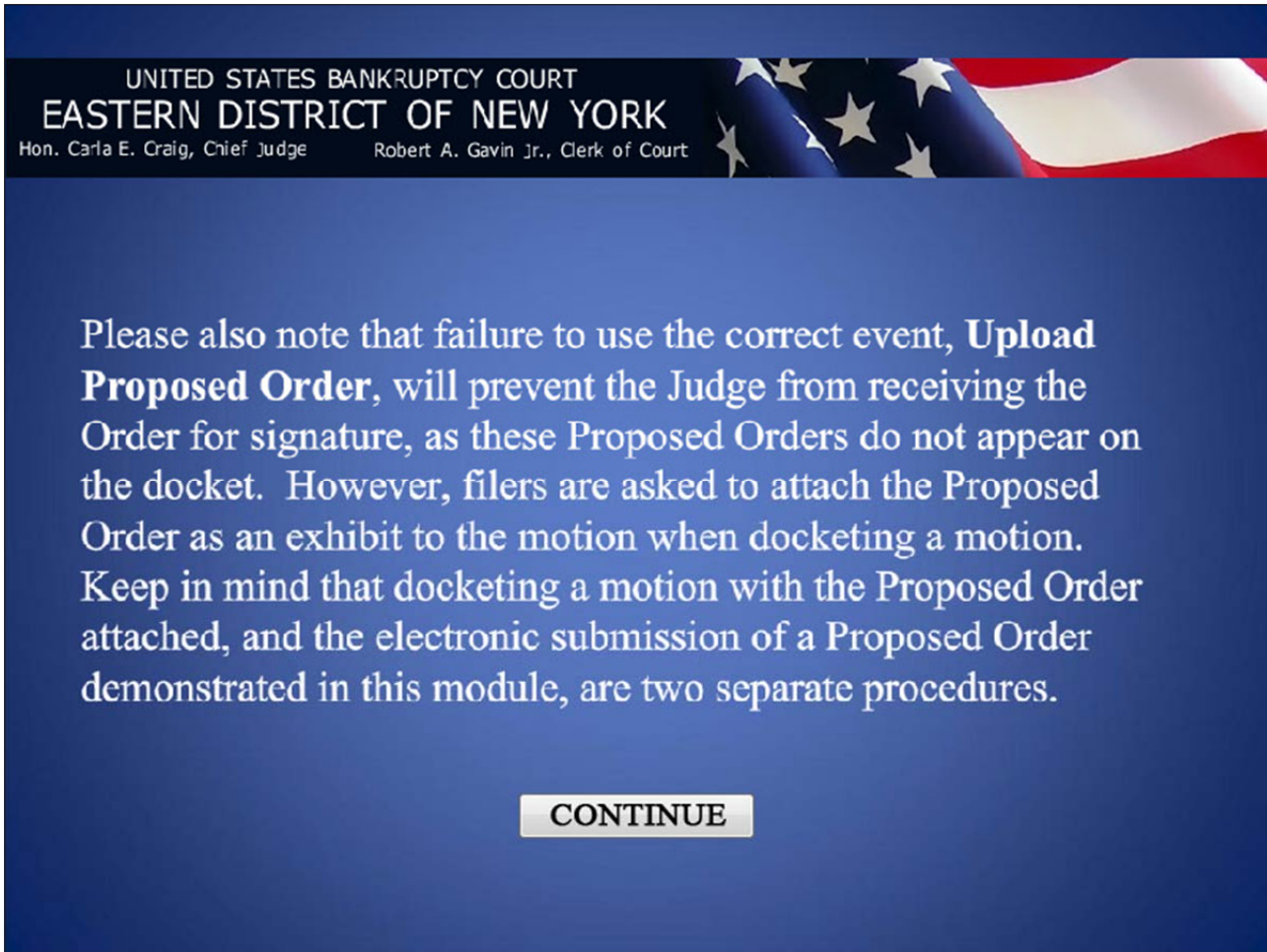
The E-Orders Application also has an e-mail feature that permits the Chambers' staff to e-mail the filer with additional instructions regarding the uploaded Order.

**CONTINUE**

## Uploading Proposed Order to Chambers for Signature

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### Slide 23 - After Uploading the Proposed Order (Cont'd)



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

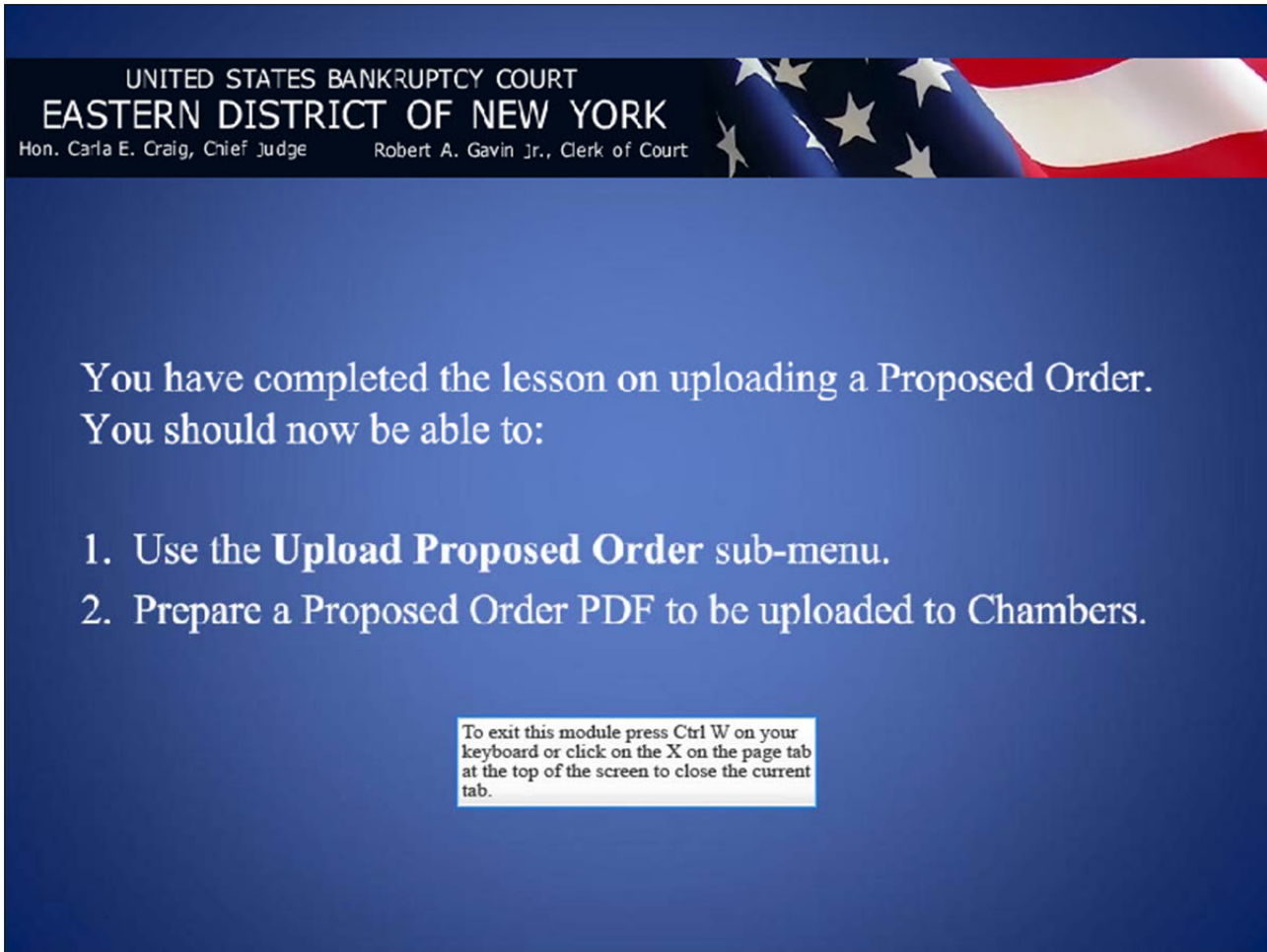
Please also note that failure to use the correct event, **Upload Proposed Order**, will prevent the Judge from receiving the Order for signature, as these Proposed Orders do not appear on the docket. However, filers are asked to attach the Proposed Order as an exhibit to the motion when docketing a motion. Keep in mind that docketing a motion with the Proposed Order attached, and the electronic submission of a Proposed Order demonstrated in this module, are two separate procedures.

**CONTINUE**

# Uploading Proposed Order to Chambers for Signature

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## Slide 24 - Summary



UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF NEW YORK  
Hon. Carla E. Craig, Chief Judge      Robert A. Gavin Jr., Clerk of Court

You have completed the lesson on uploading a Proposed Order.  
You should now be able to:

1. Use the **Upload Proposed Order** sub-menu.
2. Prepare a Proposed Order PDF to be uploaded to Chambers.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.