

United States Bankruptcy Court
Eastern District of New York

ECF Tip of the Month

**Error Messages
When Electronically Filing Proposed Orders**

The June Tip of the Month deals with error messages received when electronically filing a proposed order using the ECF sub-menu, **Upload Proposed Order**. If you receive any of the error messages listed below, the error could be, but not limited to, incorrect formatting of the document and naming of the file. Below are a few suggestions to successfully upload the proposed order.

Error Message: The word processing document file box is empty.

The required word processing proposed order was not uploaded.

Solution: Upload the word processing proposed order. It is required.

Or

You uploaded the file and the file name appears in the file name box.

Solution: Rename the file using the case number plus the document code. e.g., 1472511O.doc. and upload again.

Error Message: It is not a valid word processing document.

The word processing document did not have one of the file name extensions such as: [.doc], or [.docx].

Solution: Save the file again using Microsoft Word Save as File Type. Rename the file using the case number plus the document code.

Error Message: The file name contains invalid characters [such as] &, @, \$, %, #.

The name of the file has at least one of these characters.

Solution: Remove the character from the file name and rename the file using the case number plus the document code.

Error Message: The Order [file name box] is either empty or the document specified is not a valid PDF document.

You may have failed to upload the required PDF proposed order.

Solution: Upload the PDF proposed order,

Or

You uploaded the file but the file was not properly saved in PDF

Solution: Save the file again with a [.pdf] extension using the Save as File Type.

Or

The document was scanned at one point and time (not necessarily by the filer).

Scanned proposed orders cannot be uploaded to ECF using Upload Proposed Order sub-menu.

Solution: Re-type the proposed order using a word processing application and then convert the document to PDF.

We encourage you to share this document with those on your staff who assist with e-filing. If you have any questions, please call our Help Desk before filing. The numbers are 347-394-1700 then press 6 (Brooklyn) and 631-712-6200 then press 6 (Central Islip).