

United States Bankruptcy Court
Eastern District of New York

ECF Tip of the Month

Submission of Proposed Order

The Tip of the Month for July deals with the two-step process for ECF filers to submit Unsigned Proposed Orders to the Court for signature. They must be:

1. Uploaded to the docket for interested parties to review; and
2. Uploaded to Chambers using Bankruptcy/Adversary Event - **Upload Proposed Order.**

On the Court's website are two Electronic Learning Modules (ELMs) for submitting proposed orders directly to Chambers for signature.

Upload Single Order should be used when a hearing has been scheduled or held. You may view the ELM by clicking on this link:

http://www.nyeb.uscourts.gov/sites/nyeb/files/Uploading_Single_Order_video.pdf

Upload Sua Sponte Order should be used when no hearing is involved. You may view the ELM by clicking on this link:

http://www.nyeb.uscourts.gov/sites/nyeb/files/Uploading_Sua_Sponte_Order_video.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 you file that document. The numbers are 347-394-1700, then press 6 (Brooklyn) and 631-712-6200, then press 6 (Central Islip).