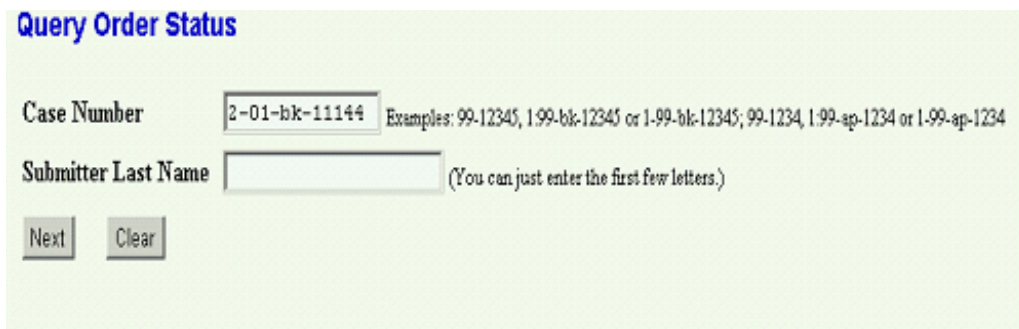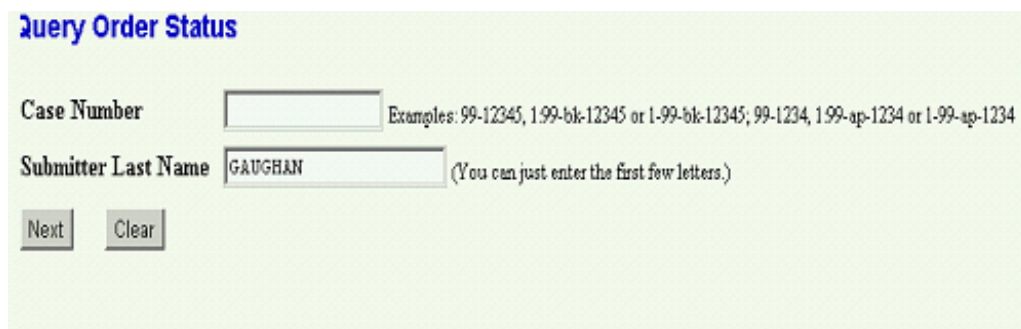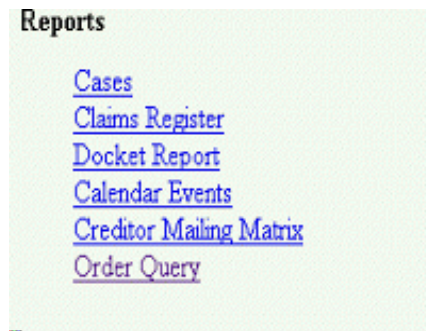# REVIEWING STATUS OF ORDERS SUBMITTED IN E-ORDERS

1.   After an attorney or trustee has uploaded a proposed order into ECF using the Upload Order, the status of the order may be checked by using the Order Query option under the Reports Menu.

2.   To query the status of an order, select Order Query on the Reports Menu.

Reports

Cases
Claims Register
Docket Report
Calendar Events
Creditor Mailing Matrix
Order Query

3.   If searching for a particular order that has been uploaded, enter the case number. Be sure to use the fully qualified case number format, which includes the office and case type.

Query Order Status

Case Number   2-01-bk-11144   Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345; 99-1234, 1-99-ap-1234 or 1-99-ap-1234

Submitter Last Name   _____   (You can just enter the first few letters.)

Next   Clear

4.   If you want to search for all orders you have uploaded, then leave the Case Number blank and insert your last name in the Submitter Last Name field.

Query Order Status

Case Number   _____   Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345; 99-1234, 1-99-ap-1234 or 1-99-ap-1234

Submitter Last Name   GAUGHAN   (You can just enter the first few letters.)

Next   Clear

You will then be prompted to select yourself from a list and click on next. If you are listed more than once, select the one with the lowest number in parenthesis.
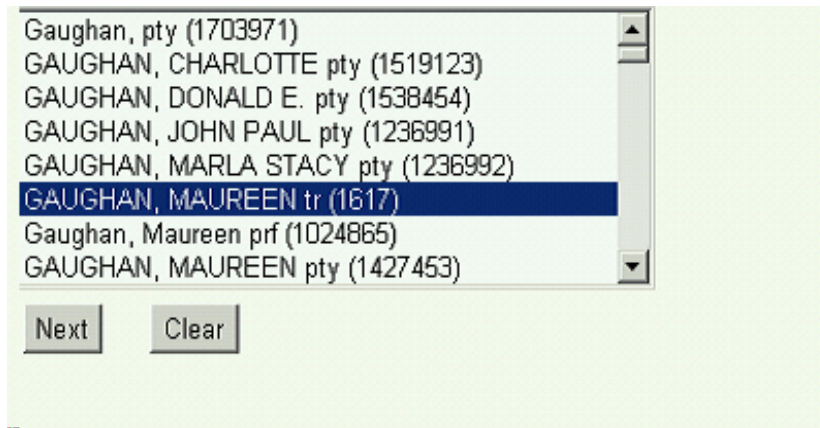
5.   When the case number selection is used, the report will list all orders, that were electronically uploaded, currently pending for that case. The report will not list any orders that were submitted on paper. The status of the order will be "Being Processed" implying that it has not yet been signed.

Case Number	Related Doc#	Order	Type	Description	Submission Date	Submitter	Status
2:01-bk-11144-EWH	12	17211.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:01-bk-11144-EWH	13	17212.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed

6.   When the Submitter Last Name option is used, the report will list all orders that were electronically uploaded by that person. The report will not list any orders that were submitted on paper. The status of the order will be "Being Processed" implying that it has not yet been signed.

Case Number	Related Doc#	Order	Type	Description	Submission Date	Submitter	Status
0:03-bk-00330-RJH	42	17605.pdf	Orders to Employ Professionals	Application to Employ	02/13/2004	MAUREEN GAUGHAN	Being Processed
0:03-bk-00330-RJH	45	17607.pdf	Other Bar Date Orders / Default Judgments	Motion to Approve Sale	02/13/2004	MAUREEN GAUGHAN	Being Processed
2:00-bk-00504-CGC	56	17217.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:00-bk-00504-CGC	55	17216.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:00-bk-09929-EWH	28	17207.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:00-bk-09929-EWH	27	17206.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:00-bk-09929-EWH	29	17208.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:01-bk-11144-EWH	13	17212.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:01-bk-11144-EWH	12	17211.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:01-bk-13629-RTB	25	17214.pdf	Other Bar Date Orders / Default Judgments	Trustee Objection to Claim	02/11/2004	MAUREEN GAUGHAN	Being Processed
2:03-bk-10414-RTB	8	17060.pdf	Orders to Employ Professionals	Application to Employ	02/10/2004	MAUREEN GAUGHAN	Being Processed

7.   An order uploaded into ECF using Order Upload, will be on this Order Query Report with a Status of Being Processed from the time it is uploaded until it is signed by the judge or has been routed to the Trash folder. Therefore, if you have uploaded an order and it is no longer on the Order Query Report, it has either been signed by the judge or has been routed to Trash. If the order has been signed, you can obtain a copy of the signed order from the docket after it has been docketed. A signed e-order will be docketed by the close of the next business day after it has been signed. So if your order is not on the Order Query Report and is not yet on the docket, you should check the docket at the end of the next business day. You will not be able to locate a signed order until it is docketed.   If the order is not on the Order Query Report because it was sent to the trash folder, you should have been notified of that.