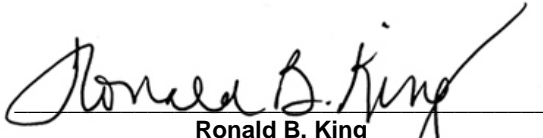



SIGNED this 25th day of November 2002.



  
Larry E. Kelly  
Chief United States Bankruptcy Judge

  
Leif M. Clark  
United States Bankruptcy Judge

  
Ronald B. King  
United States Bankruptcy Judge

  
Frank R. Monroe  
United States Bankruptcy Judge

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**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF TEXAS**

**AMENDED STANDING ORDER  
RELATING TO THE SUBMISSION OF ORDERS**

All orders shall comply with Local Rule 9004 and must conform to the following format requirements:

1. The top margin on the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one inch.
2. To assist the court in verifying that the “entire” body of the submitted order has been properly transmitted, the LAST LINE in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is completed.
3. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.
4. All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the three (3)

pound symbols.

5. If the submitting party wishes to indicate to whom copies of the signed order should be sent, those parties names and addresses shall be included on the order, after the line containing the three (3) pound symbols.

Orders may be submitted using this format beginning November 4, 2002. All orders must comply with this format effective December 2, 2002.

The court has authorized the Clerk to reject any order that does not comply with this Standing Order after December 2, 2002.

This order supersedes previous version, same subject, signed on October 11, 2002.

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