

U. S. Bankruptcy Court, Western District of Texas
CM/ECF DOCKETING PROCEDURE
For Attorneys
ORDER UPLOAD

This docketing procedure is completed as part of the proposed order upload of the CM/ECF Bankruptcy software for the Western District of Texas.

STEP 1 Click on either the Bankruptcy or Adversary hypertext link on the CM/ECF MAIN MENU BAR.

STEP 2 Click on Order Upload. (See figure 1)



Figure 1

STEP 3 Click on Upload Single. (See figure 2)

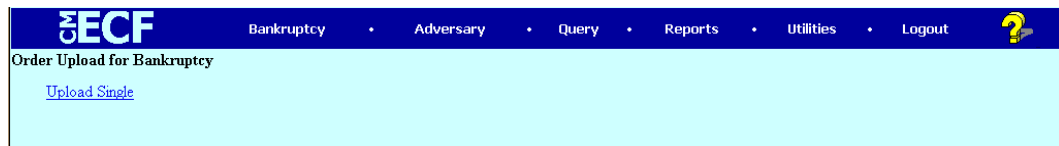


Figure 2

STEP 4 Enter the Case Number and the Related document of the proposed order being uploaded, then Click Next. (See figure 3).

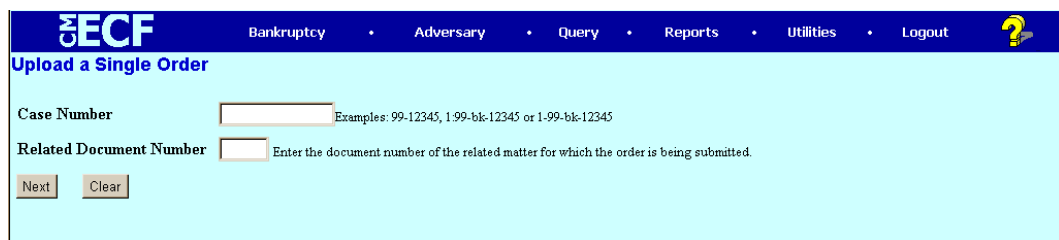
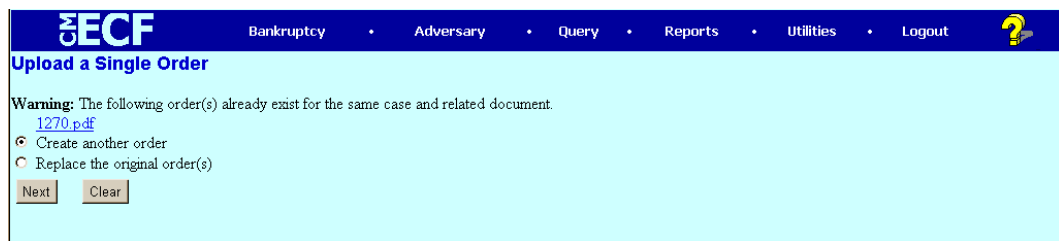


Figure 3

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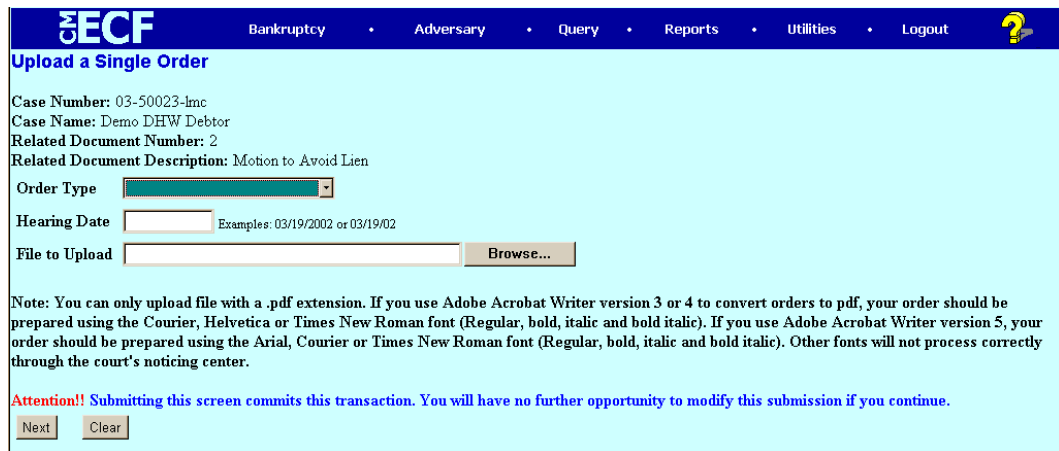
NOTE: If an order has already been uploaded for the underlying document you are attempting to submit a proposed order for, another screen will appear. (see figure 4) You will need to chose whether or not to replace the previously uploaded order. This would normally be the case, however there are instances when more than one order will relate to an underlying pleading such as Omnibus Objections to Claims, etc.



The screenshot shows the top navigation bar with 'CM/ECF' and links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', and 'Logout'. The main heading is 'Upload a Single Order'. A warning message states: 'Warning: The following order(s) already exist for the same case and related document. 1270.pdf'. Below the warning are two radio buttons: 'Create another order' (selected) and 'Replace the original order(s)'. At the bottom are 'Next' and 'Clear' buttons.

Figure 4

STEP 5 The UPLOAD A SINGLE ORDER SCREEN appears. (See figure 4)



The screenshot shows the same navigation bar. The main heading is 'Upload a Single Order'. The form fields include: 'Case Number: 03-50023-lmc', 'Case Name: Demo DHW Debtor', 'Related Document Number: 2', and 'Related Document Description: Motion to Avoid Lien'. There is a dropdown menu for 'Order Type', a text field for 'Hearing Date' with examples '03/19/2002 or 03/19/02', and a 'File to Upload' field with a 'Browse...' button. A note at the bottom states: 'Note: You can only upload file with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your order should be prepared using the Courier, Helvetica or Times New Roman font (Regular, bold, italic and bold italic). If you use Adobe Acrobat Writer version 5, your order should be prepared using the Arial, Courier or Times New Roman font (Regular, bold, italic and bold italic). Other fonts will not process correctly through the court's noticing center.' Below the note is an 'Attention!!' warning: 'Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.' At the bottom are 'Next' and 'Clear' buttons.

Figure 5

A. Select a type of order from the **Order Type** drop down box. (see figure 5)

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Order Type	<input type="text"/>
Hearing Date	Ex Parte (no Hearing Required) or
File to Upload	Expedited
	Hearing Held
	Hearing Scheduled
Note: You can o	Suspense (10-day obj)
prepared using t	Suspense (15-day obj)
order should be	Suspense (20-day obj)
through the cou	Suspense (60-day obj)
	Other

Figure 6

- B. If a hearing date has been *held* on the pleading you filed or is *scheduled for future date* , enter data in the **Hearing Date** field.
- C. Browse and attach your order by clicking the Browse Button then Click Next.

STEP 6 The Upload Successful screen appears and recounts the selections you made during the transaction. (See figure 7) If you made a mistake, please contact the clerk’s office immediately. If you wish to continue to upload orders, click Do it again. If you have completed uploading orders, select another option from the CM/ECF MAIN MENU BAR or logout of the system.

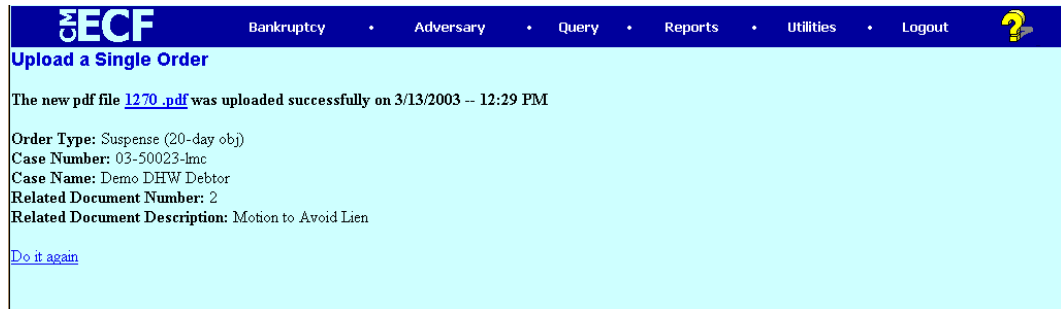


Figure 7