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

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 <u>Bankruptcy</u> or <u>Adversary</u> hypertext link on the CM/ECF MAIN MENU BAR.

STEP 2   Click on <u>Order Upload</u>. (See figure 1)

Figure 1
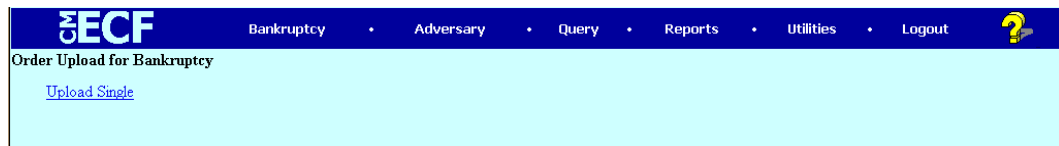
STEP 3   Click on <u>Upload Single</u>. (See figure 2)

Figure 2

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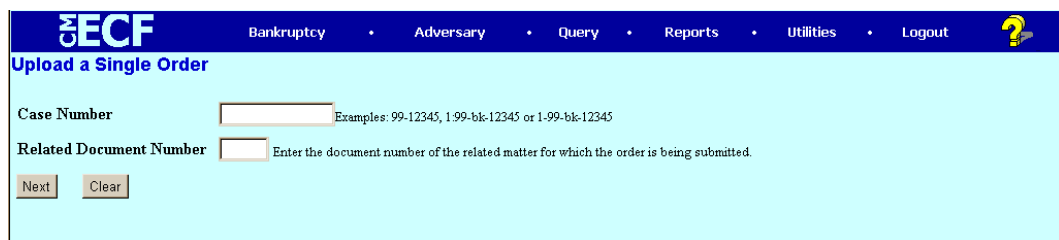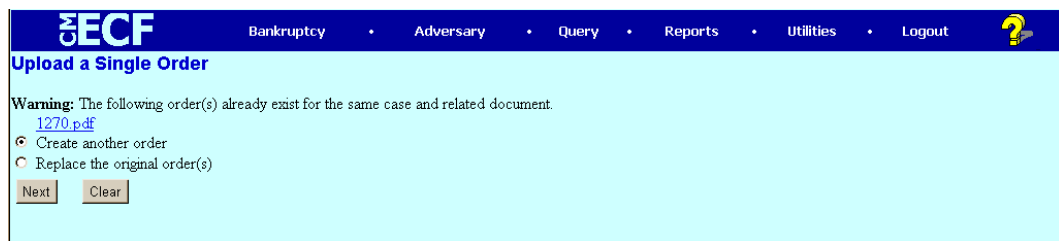

Figure 3

CM/ECF DOCKETING PROCEDURE
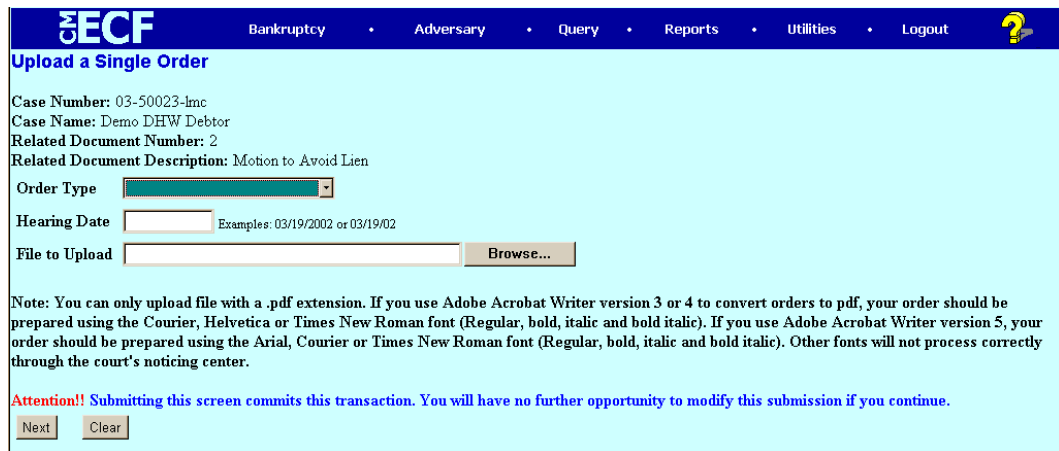For Attorneys
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NOTE: If an order has already been uploaded for the underlying document you are attempting to submit a proposed order for, another screen will appear. (see figure 4) You will need to chose whether or not to replace the previously uploaded 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.

Figure 4

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

Figure 5

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

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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 <u>Do it again</u>. If you have completed uploading orders, select another option from the CM/ECF MAIN MENU BAR or logout of the system.
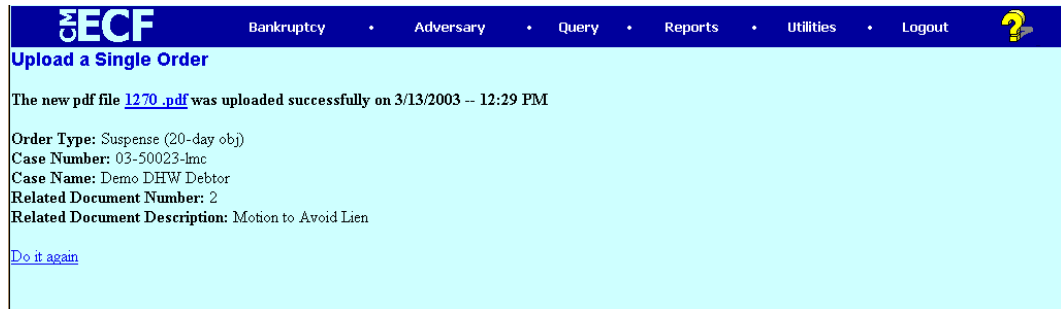

Figure 7