

**Guidelines for  
Attorney Substitutions and Withdrawals  
U.S. Bankruptcy Court, Eastern District of Wisconsin  
(as of July 7, 2014)**

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## Motion to Withdraw or Substitute Attorney

The Court recommends the new attorney, who intends to substitute for the attorney wishing to leave the case, file this document. This will add the new attorney to the case up front ensuring that both attorneys receive the Notice of Electronic Filing (NEF) associated with this docket entry, and the one containing the signed order.

Additionally, if possible, the court recommends that the departing attorney wait to update his/her CM/ECF profile/account with his/her new firm information until after he/she is terminated in all applicable pending cases.

With regard to the format of the motion, there are two options. First, you may docket the motion, notice, and certificate of service just as you would any other motion (each document unique to each case). The second option is to separate your cases by Judge. Then, you may draft one set of documents, per Judge, listing all of his or her affected cases. For this particular scenario, you will complete each individual filing separately; however, you may use the same document(s) for all of the affected cases.

While under the Bankruptcy Menu, go to the **Motions/Applications** submenu.



Enter the case number. Click **Next**.

A screenshot of the ECF "File a Motion/Application" form. The form has a title bar with "ECF" and navigation links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. Below the title bar, the text "File a Motion/Application" is displayed. The form contains a "Case Number" label and a text input field with the value "2:12-bk-20148". Below the input field are two buttons: "Next" and "Clear".

This motion should not be docketed as a multi-part motion. Answer the questions as to whether you will include your Notice of Motion and Certificate of Service during this docket entry. The court's preference is for the Notice of Motion and Certificate of Service to be filed in the same docket entry as the Motion. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application

12-20148-svk Charlene Randall

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd,  
PendINSTALL, MEANSNO

Are you filing a Multi-Part Motion? ☐ Yes ☒ No

Are you including a Notice of Motion? Yes ☒ No ☐

Are you including a Certificate of Service? Yes ☒ No ☐

Next Clear

Choose **Withdraw or Substitute Attorney** from the available events. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

File a Motion/Application:

12-20148-svk Charlene Randall

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd,  
PendINSTALL, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

**Available Events** (click to select events)  
Strike Pleading  
Summary Judgment  
Suspend Chapter 13 Plan Payments  
Transfer Case  
Turnover  
Turnover of Property  
Unseal Case  
Use Cash Collateral  
Vacate  
Vacate Discharge  
Validate  
Waive Appearance  
Waive Pay Order  
Waiver of Discharge  
**Withdraw or Substitute Attorney**  
Withdraw/Dismiss Document

**Selected Events** (click to remove events)  
Withdraw or Substitute Attorney

Next Clear

Check whether you are filing jointly with another attorney. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion/Application:**

[12-20148-svk Charlene Randall](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

☐ Joint filing with other attorney(s).

Next Clear

Highlight the party or parties you represent or expect to represent. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion/Application:**

[12-20148-svk Charlene Randall](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

**Select the Party:**

Ashcroft, Anthony Andrew [Non-Filing Spouse]  
**Randall, Charlene [Debtor]**  
tr1, [Trustee]

[Add/Create New Party](#)

Next Clear

Keep the attorney/party association. This will add the new attorney to the case and ensure he receives NEFs on behalf of the party. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion/Application:**

[12-20148-svk Charlene Randall](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

**IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.**

☒ Randall, Charlene(pty:lb) represented by Martin, Andrew (atr)

Next Clear

Browse and attach the PDF image of your Motion, Notice, and Certificate of Service. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion/Application:**

[12-20148-svk Charlene Randall](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

**Filename**  
O:\Common\Everyone\Staff Folders\AES Browse...

**Attachments to Document:** ☒ No ☐ Yes

Next Clear

Select **Withdraw** or **Substitute** from the drop down menu. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Motion/Application:**

[12-20148-svk Charlene Randall](#)

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

**Are you Withdrawing or Substituting as the Attorney?**  
Substitute ▾

Next Clear

Enter Hearing Date, Hearing Time, and Location **ONLY** if you have received prior approval from the presiding Judge! **Warning: This will schedule a hearing on the presiding Judge's calendar.**

Enter the **Objection** date from your Notice of Motion (if this is a contested withdrawal that requires notice with an opportunity to object). Type the date into the open text box or click on the calendar icon to select a date from the pop up calendar. This date will populate the final docket text.

**Set/Reschedule Hearing Information**

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chambers of Judge McGarity.

Hearing Date:  Hearing Time:

Location:

Objection due date:

Next Clear

November 2012

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Review pre-docket text. Click **Next**.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**File a Motion/Application:**

[12-20148-svk Charlene Randall](#)

Type: bk	Chapter: 7 v	Office: 2 (Milwaukee)
Assets: n	Judge: svk	Case Flag: DebtEd, PendINSTALL, MEANSNO

**Docket Text: Modify as Appropriate.**

**Motion to Substitute as Attorney**  **with Notice of Motion and Certificate of Service filed by Andrew Martin of Martin Law Offices on behalf of Debtor Charlene Randall . Objections due by 7/18/2014. (Martin, Andrew)**

Review final docket text. Click **Next**.

**ECF** Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout

**File a Motion/Application:**

[12-20148-svk Charlene Randall](#)

Type: bk	Chapter: 7 v	Office: 2 (Milwaukee)
Assets: n	Judge: svk	Case Flag: DebtEd, PendINSTALL, MEANSNO

**Docket Text: Final Text**

**Motion to Substitute as Attorney with Notice of Motion and Certificate of Service filed by Andrew Martin of Martin Law Offices on behalf of Debtor Charlene Randall. Objections due by 7/18/2014. (Martin, Andrew)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

**Have you redacted?**

Now the original attorney and the new attorney will appear on the docket (if representation is for the debtor(s)). If the substitution is filed on behalf of a creditor party, both attorneys will appear when the parties are queried through PACER.



After the Order Approving Motion for Substitution of Attorney is signed and docketed, the Clerk's office staff will update CM/ECF to terminate the attorney who withdrew from the case. At that point, the departing attorney will no longer receive NEFs in the case.

**Debtor**

**Charlene Randall**  
123 Main Street  
Milwaukee, WI 53202  
SSN / ITIN: [589-99-8754](#)

represented by **Andrew Martin**

Martin Law Offices  
517 E. Wisconsin Avenue  
Milwaukee, WI 53210  
414-555-1212  
Email: [michelle\\_hawley@wieb.uscourts.gov](mailto:michelle_hawley@wieb.uscourts.gov)

**Norah Jones**

Jones Law Offices  
123 Main Avenue  
Milwaukee, WI 53210  
414-555-1213  
Email: [michelle\\_hawley@wieb.uscourts.gov](mailto:michelle_hawley@wieb.uscourts.gov)

**TERMINATED: 07/01/2014**

## Multi-Case Motion OR Stipulation for Substitution of Attorney (One Document)

(Multiple Cases – Browse and Attach the Same Document(s) for All Cases)

The Court recommends the new attorney, who intends to substitute for the attorney wishing to leave the case, file this document. This is a batch event, and the filer will not have an opportunity to associate himself/herself with the party(ies) he or she intends to represent, which means that although the filer will receive a filing confirmation at the end of the transaction, he or she will not receive a Notice of Electronic Filing (NEF) by email. As a result, upon completion of quality assurance of the motion or stipulation, the Clerk's office will add the new attorney to the case and associate him or her with the appropriate party(ies) to ensure both attorneys receive the NEF of the signed order. After the signed order is docketed, the departing attorney will be terminated from the case.

Additionally, if possible, the court recommends that the departing attorney wait to update his/her CM/ECF profile/account with his new firm information until after he/she is terminated in all applicable pending cases.

With regard to the format of the motion or stipulation, first please separate cases by Judge. (Hint: To find all open cases for a single attorney, query the attorney's name in PACER).

**Query**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

**Search Clues** [Mobile Query](#)

Case Number	<input type="text"/>	
Last / Business Name	<input type="text" value="Jones"/>	(Examples: Desoto, Des*t)
First Name	<input type="text" value="Norah"/>	Middle Name <input type="text"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN <input type="text"/>
Type	<input type="text" value="Attorney"/>	<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases
Filed Date	<input type="text"/> to <input type="text"/>	
Last Entry Date	<input type="text"/> to <input type="text"/>	
Nature of Suit (AP and MP cases only)	<div>0 (Miscellaneous Proceeding) 01 (Determination of removed claim or cause) 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)) 11 (Recovery of money/property - 542 turnover of property)</div>	

Then, you may draft one set of documents, per Judge, listing all of his or her affected cases. **For this particular event, you will enter all affected case numbers and browse one time to attach the same set of documents (to ALL selected cases).**



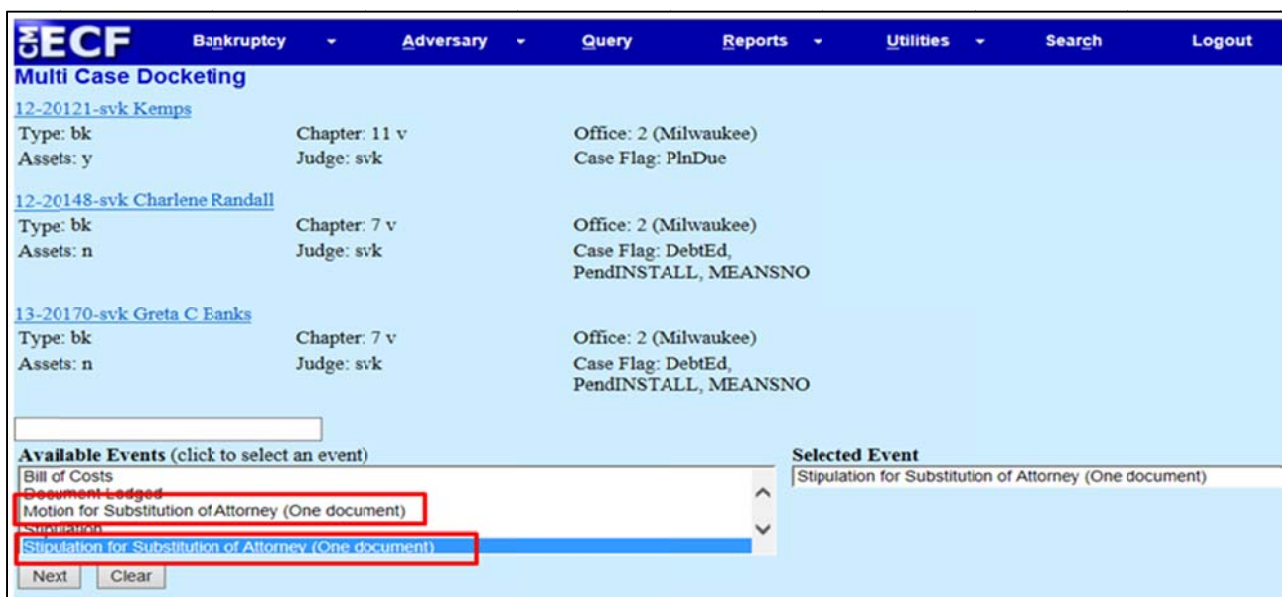
While under the Bankruptcy menu, go to the **Multi-Case Docketing** submenu.



Enter the case numbers. Click **Next**.



Select the applicable option, **Motion for Substitution of Attorney (One Document)** or **Stipulation for Substitution of Attorney (One Document)**, from the available events. Click **Next**.



Indicate whether you are attaching a Notice and/or Certificate of Service with your Motion or Stipulation.  
(Hint: Please refer to Local Rule 9010 – Withdrawal and Substitution of Attorneys of Record – listed below).

**LR 9010**

**Withdrawal and Substitution of Attorneys of Record.** An Attorney who has appeared as the attorney of record for the debtor, trustee creditors' committee, or party in a case, adversary proceeding, or contested matter may not withdraw, be relieved or displaced except by notice to the party represented and any adversaries and by leave of the court.

Browse and attach your documents. (Remember, you will do this four times, one for each Judge). Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Multi Case Docketing :**

12-20121-svk Kemp  
Type: bk Chapter: 11 v Office: 2 (Milwaukee)  
Assets: y Judge: svk Case Flag: PlnDue

12-20148-svk Charlene Randall  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

13-20170-svk Greta C Banks  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

Are you including a Notice? Yes ☒ No ☐  
Are you including a Certificate of Service? Yes ☒ No ☐

**Filename**  
O:\Common\Everyone\Staff Folders\AE\$ Browse...  
**Attachments to Document:** ☒ No ☐ Yes

Next Clear

One opportunity to attach document(s) for ALL selected case.

Review pre-docket text. You may use the open text box to type “for debtor(s)” or “for Creditor ABC Inc.” Don’t forget this docket text will pull to **ALL** the cases previously entered. Click **Next**.

**Docket Text: Modify as Appropriate.**

▼ Stipulation for Substitution of Attorney and Certificate of Service for debtor(s) . (Jones, Norah)

Next Clear

**Docket Text: Modify as Appropriate.**

▼ Stipulation for Substitution of Attorney and Certificate of Service for Creditor ABC Inc. . (Jones, Norah)

Next Clear

Review final docket text. Click **Next**.

Docket Text: Final Text:

**Stipulation for Substitution of Attorney and Certificate of Service for Debtor(s). (Jones, Norah)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

The Notice of Electronic Filing will display all affected cases.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Multi Case Docketing :**

**12-20121-svk Kemps**  
Type: bk Chapter: 11 v Office: 2 (Milwaukee)  
Assets: y Judge: svk Case Flag: PlnDue

**12-20148-svk Charlene Randall**  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

**13-20170-svk Greta C Banks**  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

**U.S. Bankruptcy Court**  
**Eastern District of Wisconsin(TRAIN)**

**Notice of Electronic Filing**

The following transaction was received from Jones, Norah entered on 7/3/2014 at 1:45 PM CDT and filed on 7/3/2014

Case Name: Kemps  
Case Number: [12-20121-svk](#)  
Document Number: [21](#)

Case Name: Charlene Randall  
Case Number: [12-20148-svk](#)  
Document Number: [11](#)

Case Name: Greta C Banks  
Case Number: [13-20170-svk](#)  
Document Number: [9](#)

Docket Text:  
Stipulation for Substitution of Attorney and Certificate of Service for Debtor(s). (Jones, Norah)

## Batch Motion OR Stipulation for Substitution of Attorney

(Multiple Case – Individually Browse and Attach Documents for Each Case)

The Court recommends the new attorney, who intends to substitute for the attorney wishing to leave the case, file this document. This is a batch event, and the filer will not have an opportunity to associate himself/herself with the party(ies) he or she intends to represent, which means that although the filer will receive a filing confirmation at the end of the transaction, he or she will not receive a Notice of Electronic Filing (NEF) by email. As a result, upon completion of quality assurance of the motion or stipulation, the Clerk's office will add the new attorney to the case and associate him or her with the appropriate party(ies) to ensure both attorneys receive the NEF of the signed order. After the signed order is docketed, the departing attorney will be terminated from the case.

Additionally, if possible, the court recommends that the departing attorney wait to update his/her CM/ECF profile/account with his new firm information until after he/she is terminated in all applicable pending cases.

With regard to the format of the motion or stipulation, first please separate cases by Judge. (Hint: To find all open cases for a single attorney, query the attorney's name in PACER).

**Query**

**Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges).**

**Search Clues** [Mobile Query](#)

Case Number	<input type="text"/>	
Last / Business Name	<input type="text" value="Jones"/>	(Examples: Desoto, Des*t)
First Name	<input type="text" value="Norah"/>	Middle Name <input type="text"/>
SSN / ITIN	<input type="text"/>	Tax ID / EIN <input type="text"/>
Type	<input type="text" value="Attorney"/>	<input checked="" type="checkbox"/> Open cases <input type="checkbox"/> Closed cases
Filed Date	<input type="text"/> to <input type="text"/>	
Last Entry Date	<input type="text"/> to <input type="text"/>	
Nature of Suit (AP and MP cases only)	<div>0 (Miscellaneous Proceeding) 01 (Determination of removed claim or cause) 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)) 11 (Recovery of money/property - 542 turnover of property)</div>	

Then, you may draft one set of documents, per Judge, listing all of his or her affected cases. **For this particular event, you will enter all affected case numbers and browse one time to attach the same set of documents (to ALL selected cases).**

While under the Bankruptcy menu, go to the **Batch Filings** submenu.



Enter the case numbers. Click **Next**.





Select **Motion for Substitution of Attorney** or **Stipulation for Substitution of Attorney** from the available events. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Court document**

[12-20121-svk Kemps](#)  
Type: bk Chapter: 11 v Office: 2 (Milwaukee)  
Assets: y Judge: svk Case Flag: PlnDue

[12-20148-svk Charlene Randall](#)  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

[13-20170-svk Greta C Banks](#)  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Motion to Substitute Attorney	Stipulation Regarding Substitution of Attorney
Notice of Appointment of Successor Trustee, Resignation of Original Trustee (batch)	
Notice of Assignment of Trustee (batch)	
Notice of Designation of Trustee (batch)	
Stipulation Regarding Substitution of Attorney	

Next Clear

Browse and attach your Motion or Stipulation and Certificate of Service. (Hint: Remember, if you select the option to prepare one set of documents for all affected cases, you will do this process four times, one for each Judge). Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Court document:**

[12-20121-svk Kemps](#)  
Type: bk Chapter: 11 v Office: 2 (Milwaukee)  
Assets: y Judge: svk Case Flag: PlnDue

[12-20148-svk Charlene Randall](#)  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

[13-20170-svk Greta C Banks](#)  
Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

[12-20121-svk Kemps](#)  
[12-20148-svk Charlene Randall](#)  
[13-20170-svk Greta C Banks](#)

Next Clear

O:\Common\Everyone\Staff Folders\AEs Browse...  
O:\Common\Everyone\Staff Folders\AEs Browse...  
O:\Common\Everyone\Staff Folders\AEs Browse...



Indicate whether you are attaching a Notice and/or Certificate of Service with your Motion or Stipulation.  
(Hint: Please refer to Local Rule 9010 – Withdrawal and Substitution of Attorneys of Record – listed below).

**LR 9010**      **Withdrawal and Substitution of Attorneys of Record.**    An Attorney who has appeared as the attorney of record for the debtor, trustee creditors' committee, or party in a case, adversary proceeding, or contested matter may not withdraw, be relieved or displaced except by notice to the party represented and any adversaries and by leave of the court.

Are you including a Notice? Yes ☐ No ☒

Are you including a Certificate of Service? Yes ☒ No ☐

If you select yes to the above radio buttons, the corresponding document(s) will be reflected in the final docket text for all cases previously selected.

Next    Clear

Browse and attach your documents. This event requires that you browse and attach the document(s) for each individual case. (Remember, you will do this four times, one for each Judge). Click **Next**.

ECF    Bankruptcy    Adversary    Query    Reports    Utilities    Search    Logout			
<b>File a Court document:</b>			
<u>12-20121-svk Kemps</u>	Type: bk Assets: y	Chapter: 11 v Judge: svk	Office: 2 (Milwaukee) Case Flag: PlnDue
<u>12-20148-svk Charlene Randall</u>	Type: bk Assets: n	Chapter: 7 v Judge: svk	Office: 2 (Milwaukee) Case Flag: DebtEd, PendINSTALL, MEANSNO
<u>13-20170-svk Greta C Banks</u>	Type: bk Assets: n	Chapter: 7 v Judge: svk	Office: 2 (Milwaukee) Case Flag: DebtEd, PendINSTALL, MEANSNO
<u>12-20121-svk Kemps</u>		O:\Common\Everyone\Staff Folders\AES    Browse...	
<u>12-20148-svk Charlene Randall</u>		O:\Common\Everyone\Staff Folders\AES    Browse...	
<u>13-20170-svk Greta C Banks</u>		O:\Common\Everyone\Staff Folders\AES    Browse...	
Next    Clear			

Review pre-docket text. You may use the open text box to type “for Debtor(s)” or “for Creditor ABC Corporation.” Don’t forget this docket text will pull to **ALL** the cases previously entered. Click **Next**.

Docket Text: Modify as Appropriate.

Stipulation for Substitution of Attorney and Certificate of Service . (Jones, Norah)

Docket Text: Modify as Appropriate.

Stipulation for Substitution of Attorney and Certificate of Service . (Jones, Norah)

Review final docket text. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**File a Court document:**

**12-20121-svk Kemps**

Type: bk Chapter: 11 v Office: 2 (Milwaukee)  
Assets: y Judge: svk Case Flag: PlnDue

**12-20148-svk Charlene Randall**

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

**13-20170-svk Greta C Banks**

Type: bk Chapter: 7 v Office: 2 (Milwaukee)  
Assets: n Judge: svk Case Flag: DebtEd, PendINSTALL, MEANSNO

Docket Text: Final Text

**Stipulation for Substitution of Attorney and Certificate of Service for Debtor(s). (Jones, Norah)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**

**Have you redacted?**

The Notice of Electronic Filing will display all affected cases.

**Notice of Electronic Filing**

The following transaction was received from Jones, Norah entered on 7/7/2014 at 10:21 AM CDT and filed on 7/7/2014

**Case Name:** Kemps

**Case Number:** [12-20121-svk](#)

**Document Number:** [22](#)

**Case Name:** Charlene Randall

**Case Number:** [12-20148-svk](#)

**Document Number:** [12](#)

**Case Name:** Greta C Banks

**Case Number:** [13-20170-svk](#)

**Document Number:** [10](#)

**Docket Text:**

Stipulation for Substitution of Attorney and Certificate of Service *for Debtor(s)*. (Jones, Norah)

When it's time, don't forget to upload your proposed order. With regard to the format of the proposed order, first please separate cases by Judge. Then, you may draft one proposed order, per Judge, listing all of his or her affected cases. **For this particular event, you will be required to upload the proposed order into each individual case.**

### Upload Proposed Order

While under the Bankruptcy Menu, go to the **Order Upload** submenu.



Select **Single Order Upload**.



Enter the case number. Click **Next**.

A screenshot of the ECF system's 'Single Order Upload' form. The top navigation bar is identical. Below the header, the page title 'Single Order Upload' is shown. The form contains a 'Case number' label followed by a text input field containing '12-20148'. To the right of the input field is a button labeled 'Find This Case'. Below the input field are two buttons: 'Next' and 'Clear'.

Enter the **Related document number**. **Hint:** Be sure to link the proposed order back to the applicable motion or stipulation. Don't worry about remembering the docket number for your motion or stipulation, just click **Next** to display a list.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Single Order Upload**

[12-20148-svk Charlene Randall](#)

Related document number

Note: If you don't know the related document number, click on **Next** to continue.

Select the appropriate event(s) to which your event relates. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Single Order Upload**

[12-20148-svk Charlene Randall](#)

Select the appropriate event to which your event relates:

☐ 08/02/2012 [3](#) Application to Pay Filing Fee in Installments filed by Norah Jones of Jones Law Offices on behalf of Debtor Charlene Randall. (Jones, Norah)

☒ 07/01/2014 [6](#) Stipulation Regarding Substitution of Attorney . (Martin, Andrew)

Select the **Ex Parte (No Hearing Required)** Order type. Click **Next**.

**ECF** Bankruptcy Adversary Query Reports Utilities Search Logout

**Single Order Upload**

[12-20148-svk Charlene Randall](#)

Related document number: 6

Related document: 6 Stipulation Regarding Substitution of Attorney (One document)

Order type: 

- Ex Parte (No Hearing Required)
- Suspense (7-day obj)
- Hearing Held
- Hearing Scheduled

Hearing date:

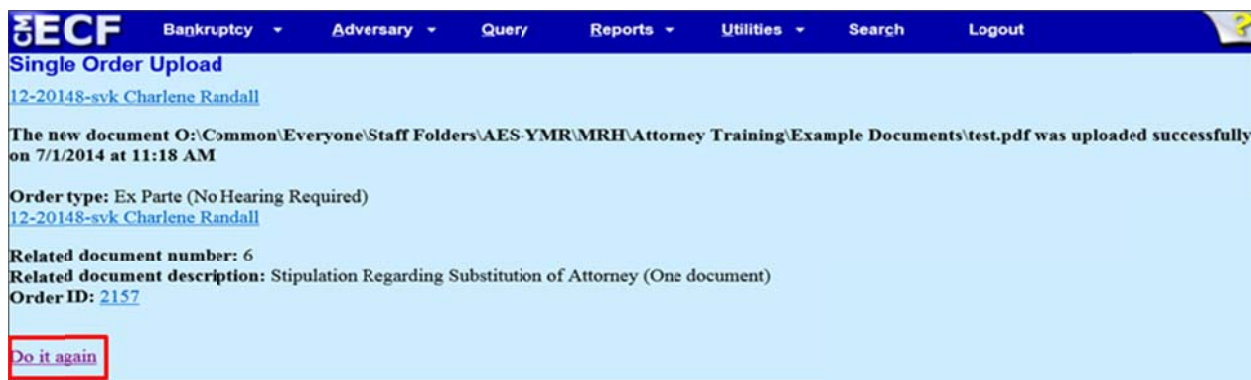
If the document and the original document has been set for a hearing, then select order type of Hearing Scheduled.

Browse and attach the PDF image of your Proposed Order. **Hint: Be sure your Proposed Order is formatted correctly.** See the CM/ECF Administrative Procedures for formatting requirements. Click **Next**.



The screenshot shows the 'Single Order Upload' form in the ECF system. The top navigation bar includes links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The form has a 'Filename' field with a text input showing a local file path and a 'Browse...' button. Below this is an 'Attachments to Document' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons.

Review the receipt for the Proposed Order.



The screenshot shows the receipt page for the 'Single Order Upload'. It displays the case number '12-20148-svk Charlene Randall' and a confirmation message: 'The new document O:\Common\Everyone\Staff Folders\AES-YMR\MRH\Attorney Training\Example Documents\test.pdf was uploaded successfully on 7/1/2014 at 11:18 AM'. It also shows the 'Order type: Ex Parte (No Hearing Required)' and 'Related document number: 6'. The 'Related document description' is 'Stipulation Regarding Substitution of Attorney (One document)' and the 'Order ID' is '2157'. A red box highlights a 'Do it again' link at the bottom left.

Reminder, the proposed order is submitted directly to the presiding Judge's chambers. Once the order is signed and docketed, the Notice of Electronic Filing will be transmitted to all registered electronic users in the case with a copy of the signed order.

Hint: Click the **Do it Again** link to return to the Order Upload main screen to upload your next proposed order.