

**IMPORTANT:** Use this event to upload an order after a hearing or after an objection period has run and no hearing has been requested. Also use this event for routine orders such as orders approving employment of counsel for the trustee or orders extending the time to file schedules or other documents. Please do not use this event to serve proposed orders on parties with a copy of your motion or application. For example, in a Chapter 11 case, if you would like to serve a copy of your proposed cash collateral order along with your motion, please file the proposed order as part of the motion event. Then use this proposed order event after the notice period has run or the hearing has been held, to direct the order to the judge for entry.

### **To File Electronically:**

1. [Log into CM/ECF](#).
2. Select [**Bankruptcy > Miscellaneous**].
3. Enter the case number (e.g, xx-xxxxx).
4. Select [**Proposed Order**] from the event list.

Skip the [Joint Filing screen](#).

5. Select the party filer.
6. [Browse](#) to select the Proposed Order (.pdf file).

If attachments should be part of the signed order, create a single PDF document that includes the attachments. DO NOT add separate attachments to the proposed order using the radio buttons.

To accommodate the Judge's signature, please include a 3-inch margin on the first page of the order and hashtags (####) at the end of the order.

7. [Refer](#) to the appropriate document (e.g., Motion/Application, Stipulation, Plan, Objection to Exemptions, Objection to Claim, Complaint, etc.).
8. Enter Related Document Number
9. Previously uploaded orders can be replaced by selecting the "Replace the order(s)" radio button. Only orders submitted by the current filer will display.
10. Enter the Order Type.
  - Select *Hearing Held* for orders submitted as a result of a hearing.
  - Select *Other* for all other orders.
11. Enter a Hearing Date if the proposed order is being submitted as a result of a hearing. Otherwise, leave this field blank.
12. Verify the final docket text; if correct, click [**Next**] to submit your document(s).

Note: The [Notice of Electronic Filing](#) displays giving you the document number. Copies of this notice are immediately e-mailed to all participants who receive electronic notification in the case.