



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

E-Orders Follow Up to October 1, 2004 Notice

Effective **Monday, November 1, 2004**, The United States Bankruptcy Court for the Western District of Louisiana will implement an electronic order submission program called **E-Orders**. The E-Orders program allows filers to electronically submit orders to the court by logging into the court's Case Management/Electronic Filing System (CM/ECF).

All orders submitted electronically for **Chief Judge Schiff** are to be submitted using the **Order Type, Ex Parte (no Hearing Required)**. Please do not use any of the other **Order Types**, unless directed to do so by the Court. Orders should not be submitted until they are ready to be signed.

All orders submitted electronically for **Judge Hunter** and **Judge Callaway** are to be submitted by **Order Type**. Some **Order Types** require a **Hearing Date** to be entered at the time of submission. Please use the **Order Types** as follows:

1. **Ex Parte (no Hearing Required)**
To submit orders on matters that do not require a hearing please use **Ex Parte (no Hearing Required)** as the Order Type and please do not enter a hearing date.
2. **Hearing If and ONLY If Objection is Filed**
To submit orders on "If Obj" hearings please use **Hearing If and ONLY If Objection is Filed** as the Order Type and please insert the hearing date.
3. **Expedited**
To submit orders on expedited matters please use **Expedited** as the Order Type.
4. **Hearing Held**
To submit post hearing orders please use **Hearing Held** as the Order Type and please insert the hearing date.
5. **Hearing Scheduled**
To submit orders on upcoming hearings please use **Hearing Scheduled** as the Order Type and please insert the hearing date.

6. **Suspense or Other**

Please **do not** use any of the **Suspense** categories or the **Other** category unless directed to do so by the Clerk's office. These are reserved for Clerk's office use only.

- Suspense (10-day obj) (Please do not use.)
- Suspense (15-day obj) (Please do not use.)
- Suspense (20-day obj) (Please do not use.)
- Suspense (60-day obj) (Please do not use.)
- Other (Please do not use.)

All orders to be submitted electronically **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 (1) inch.
2. To assist the court in verifying that the "entire" body of the submitted orders 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, name of represented party, bar number, 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.

It is highly recommended that all orders be created in a wordprocessor, i.e., WordPerfect, Word, etc. . . , and printed to PDF, not scanned.

The original Notice of Implementation with a sample order, and the Instructions for submitting orders electronically are available at the court's website www.lawb.uscourts.gov located under **CM/ECF Information, E-Orders Information**.

Please contact your local Clerk's office at one of the numbers listed below with any questions regarding E-Orders. Alexandria (318)445-1890, Shreveport: (318)676-4267, and Lafayette/Opelousas: (337)262-6800