

FORMAT AND SUBMISSION OF ORDERS

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

ORDER FORMAT

All orders submitted electronically **must** conform to the following requirements. Please see the attached example order.

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. The 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.
5. Agreed Orders should include the information and electronic signature of all attorneys involved.
6. All orders must be created in a word processing program (Word, WordPerfect, etc...) and printed/converted to PDF. Orders may not be scanned to PDF format. Scanned PDF documents will not function.

SUBMISSION AND ORDER TYPE

The **Order Type** selection is important when submitting orders. Please adhere to the following guide.

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 (Post Hearing)**
To submit post hearing orders please use **Hearing Held** as the Order Type.
5. **Hearing Scheduled**
To submit orders on upcoming hearings please use **Hearing Scheduled** as the Order Type
6. **Suspense or Other - (Please do not use this Order Type.)**