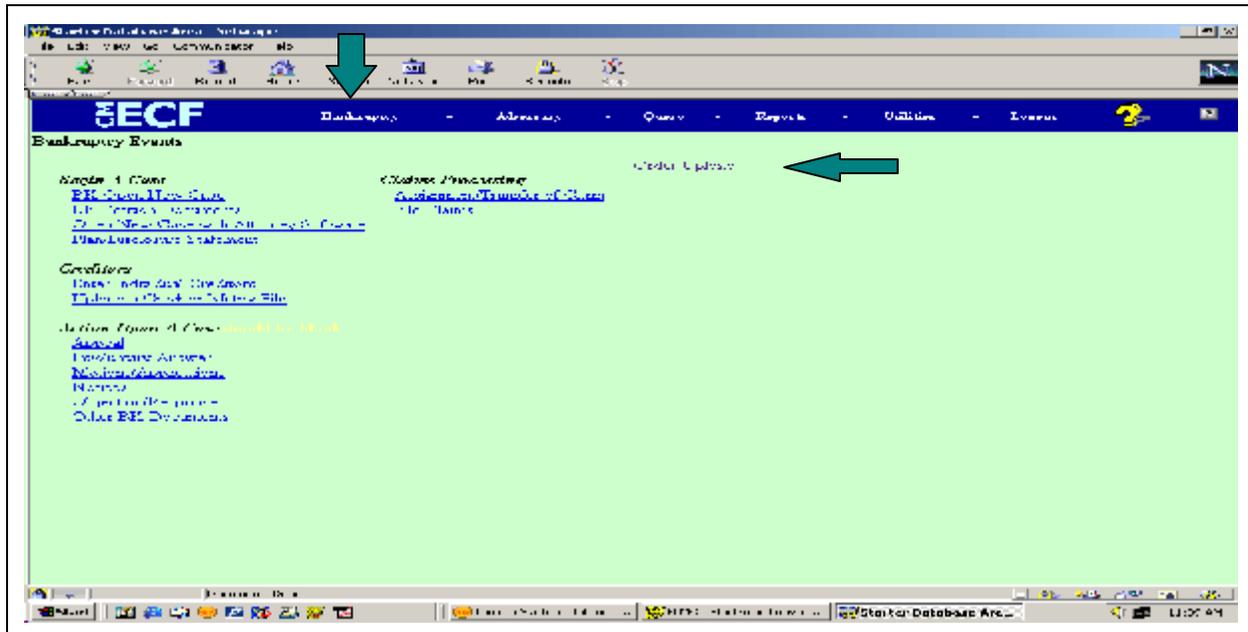


# Attorney

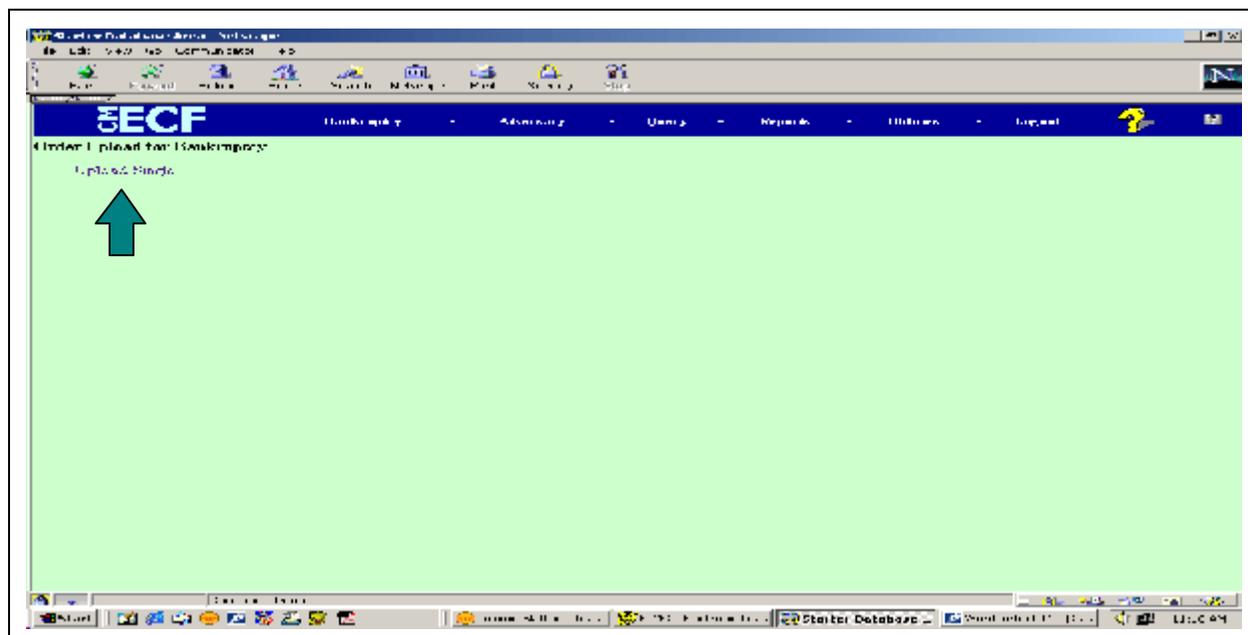
## Instructions for Submitting Orders Electronically Via E-Orders

Prepare the order to be submitted in a word processing system and convert it to a PDF. Please do not scan orders to PDF.

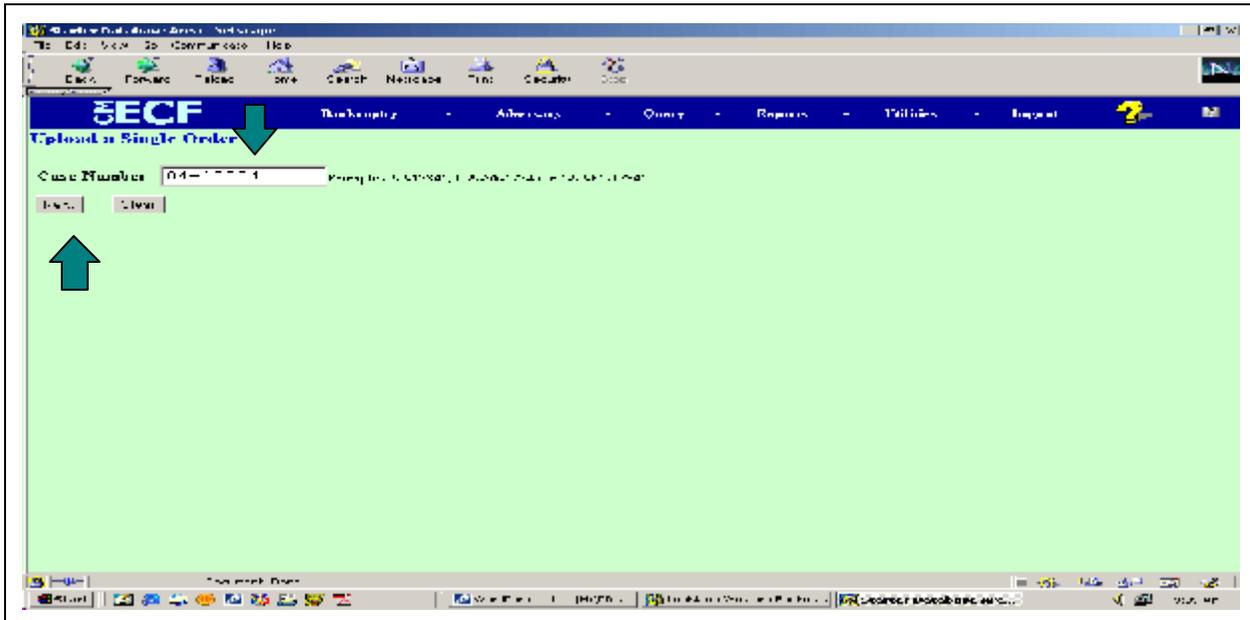
1. Go to **CM/ECF**, select **Bankruptcy** located on the blue tool bar, and select **Order Upload**.



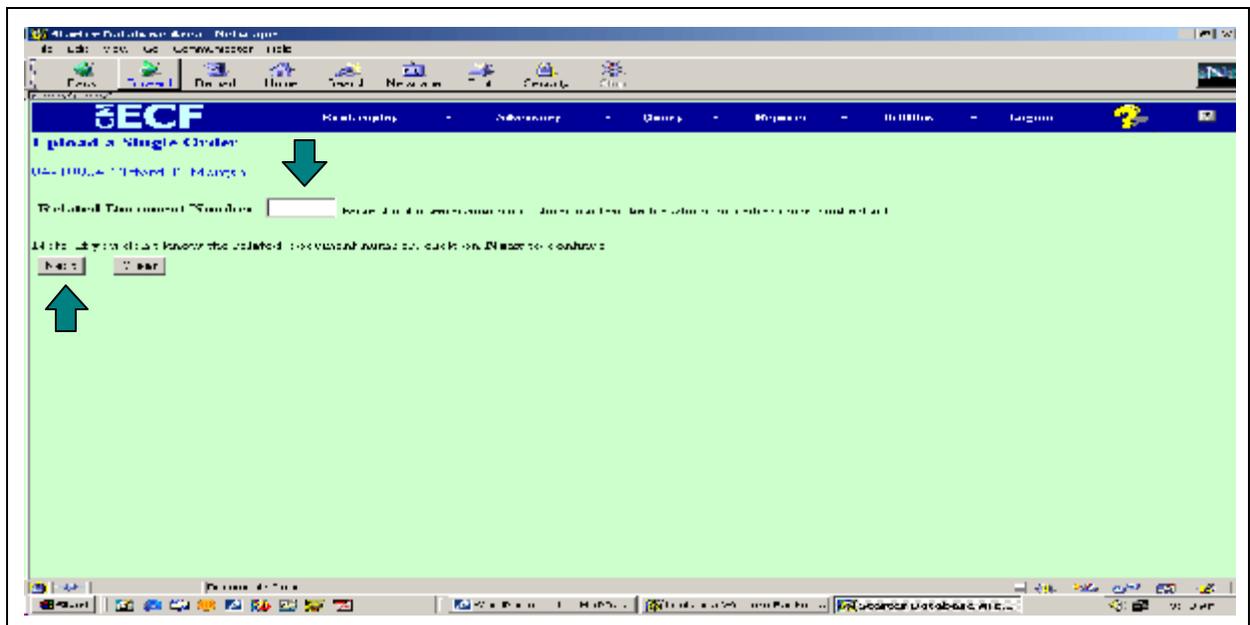
2. Select **Upload Single**.



3. Enter the **Case Number** and click **Next**.



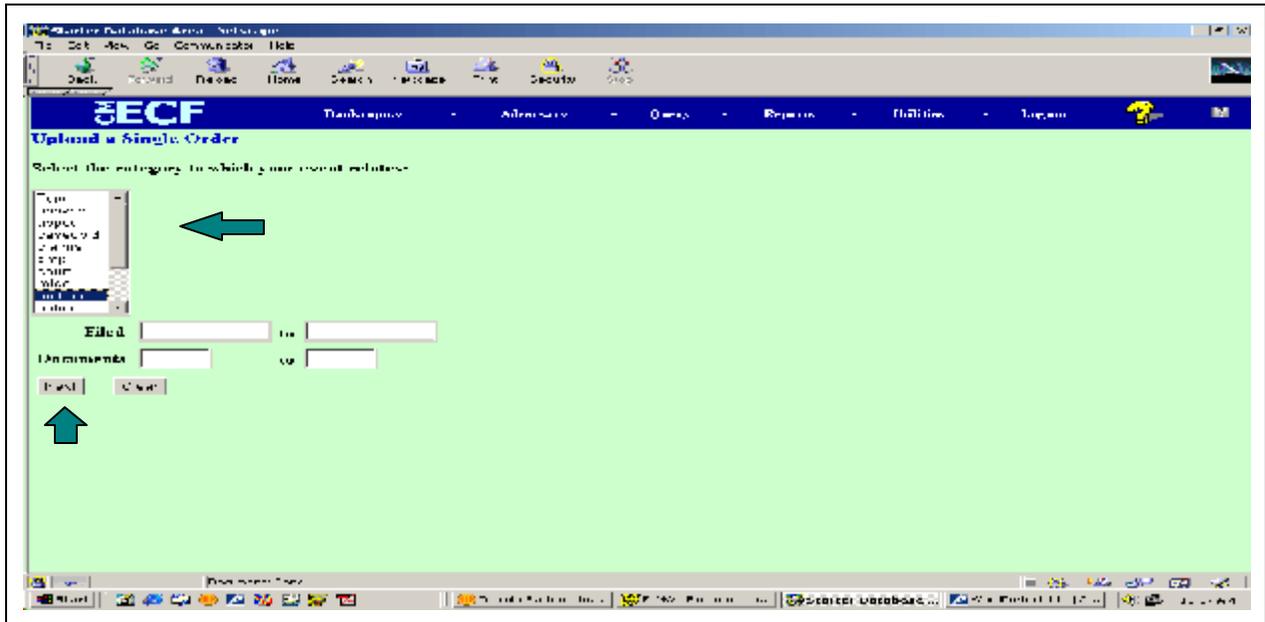
4. Insert the **Related Document Number**.
  - If you do not know, the **Related Document Number** then leave the box **blank**.
5. Click **Next**.



6. Select the **category** of the document that the order refers.

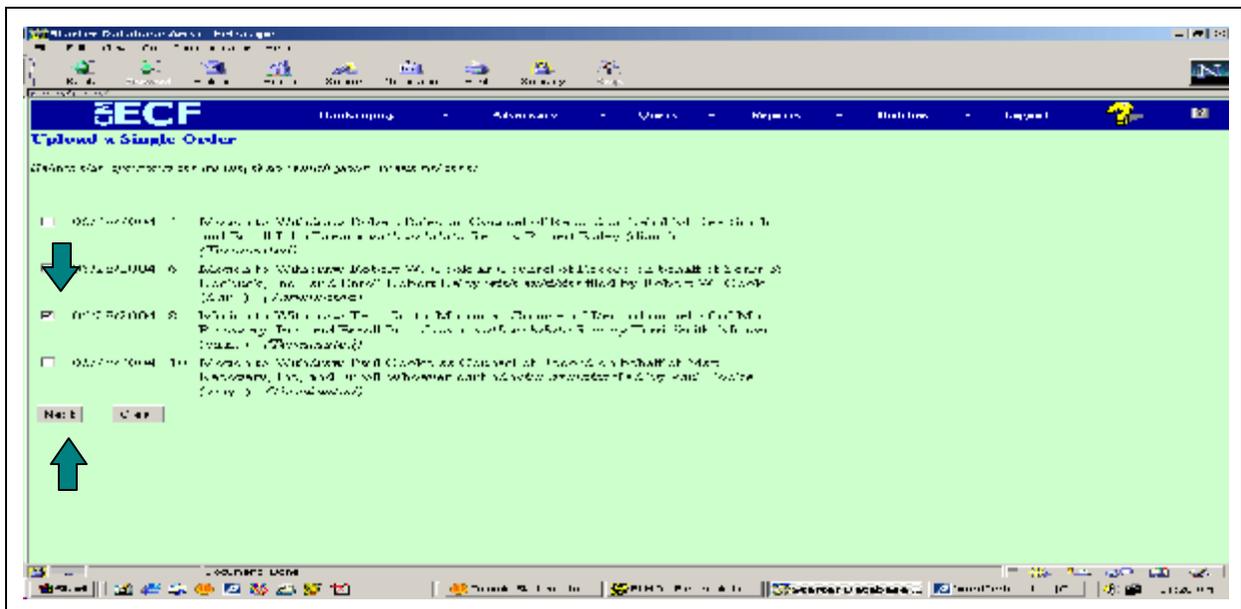
- If you are unsure which **category** the document you are referring your order to is located, highlight the entire list.

7. Click **Next**.

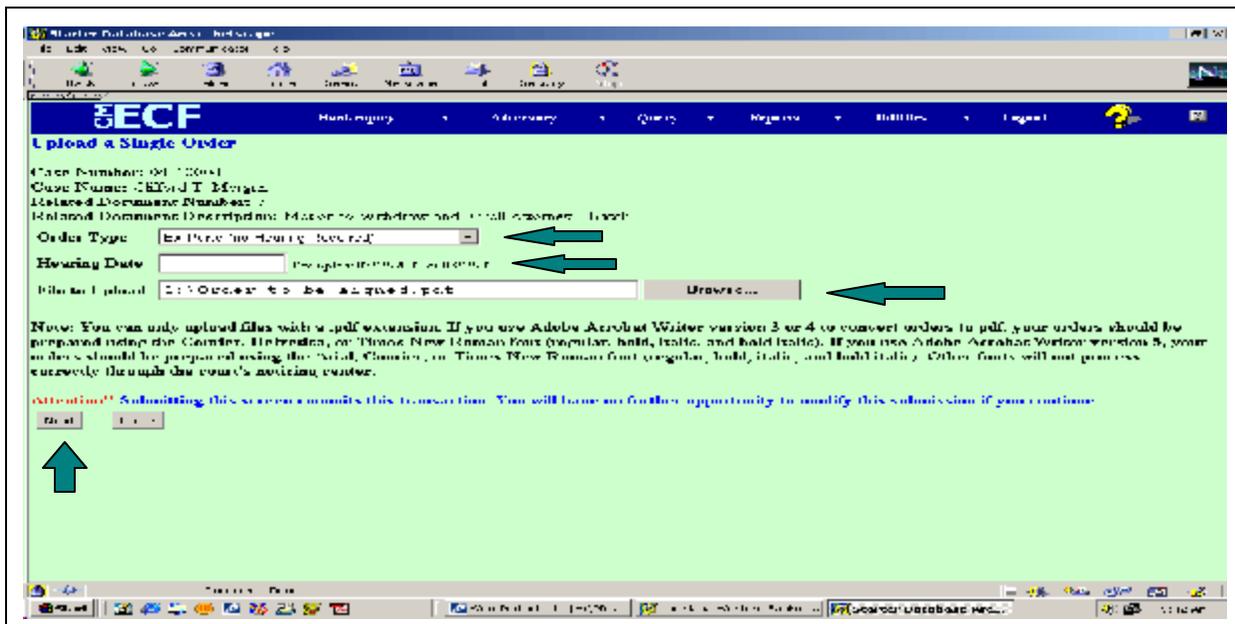


8. Place a **check mark** in the box for the document that the order refers.

9. Click **Next**.

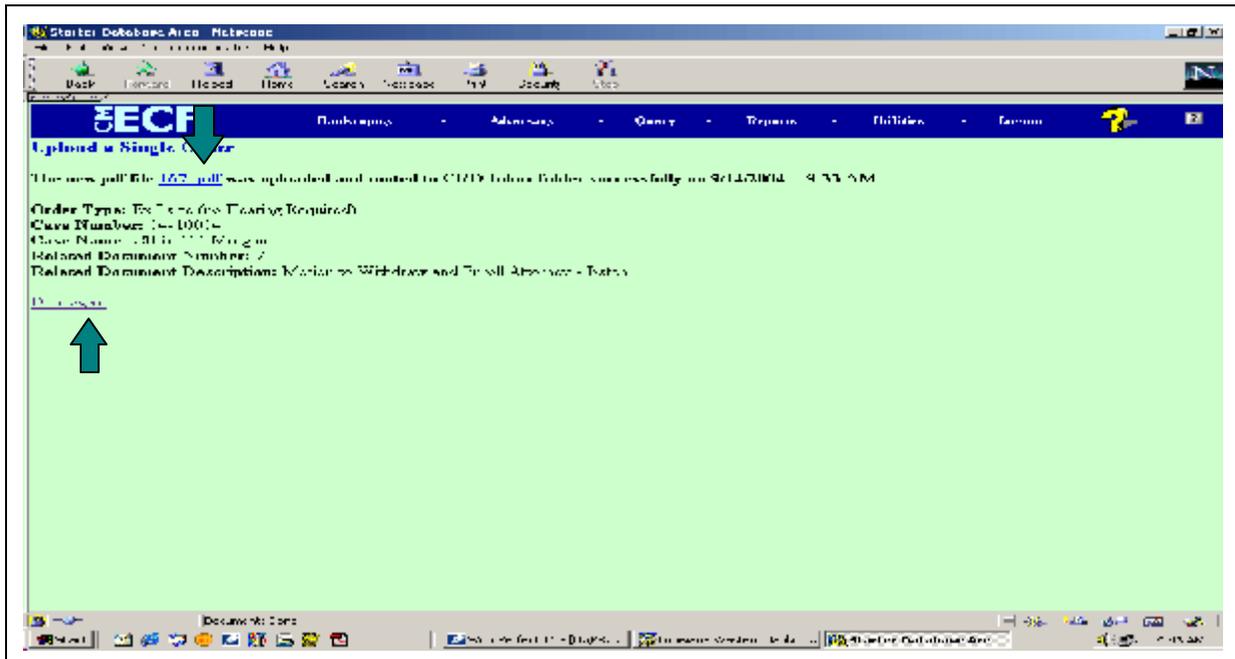


10. Select the correct **Order Type** from the drop down list.
  - Ex Parte (no Hearing Required)
  - Hearing If and ONLY If Objection is Filed (insert hearing date below)
  - Expedited
  - Hearing Held (insert hearing date below)
  - Hearing Scheduled (insert hearing date below)
  - Suspense (10-day 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.)
  
11. Insert the **Hearing Date** if applicable.
  
12. Click **Browse** and insert the **Order** to be signed. This **must** be a **PDF** .
  - It is highly recommended that all orders be created in a wordprocessor, i.e., WordPerfect, Word, etc. . . , and printed to PDF, not scanned.
  
13. Click **Next**.



This is the **final screen**. The assigned PDF number (**167.pdf**) is an important file name assigned to the order uploaded. This order will be tracked by this assigned PDF number. Please print this page, or write the assigned PDF number down for future reference.

- 14. Click on the assigned PDF number (**167.pdf**) to view the order uploaded.
- 15. Click on **Do it again** to upload more orders.



- 16. 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.

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