



UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

Notice of the Implementation of E-Orders An Electronic Order Submission Program

The United States Bankruptcy Court for the Western District of Louisiana will implement an electronic order submission program called **E-Orders** on **November 1, 2004**. 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 to be submitted electronically **must** conform to the following format requirements. An example has been attached for your reference.

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.

Orders may be submitted using this format beginning **November 1, 2004**. All orders submitted electronically must comply with this format.

Instructions for submitting orders electronically are available at the court's website www.lawb.uscourts.gov located under **CM/ECF Information, E-Orders Instructions**.

In conjunction with the implementation of E-Orders, the Clerk's office will begin noticing all orders and judgments entered by the court through the Bankruptcy Noticing Center (BNC), **unless the order directs otherwise**. Immediately upon the entry of an order or judgment, the Clerk's office will transmit a complete copy of the document to the BNC. The BNC will mail a copy of the order or judgment to relevant parties in a case, and will enter a certificate of service onto the docket.

Attorneys should no longer submit self-addressed stamped envelopes for the return of orders or judgments. The Clerk's office will no longer return copies of signed orders to parties submitting self-addressed stamped envelopes. Orders entered by the court are available for viewing, downloading, and printing via Pacer.

It is important to notify the Clerk's office if your e-mail address has changed. Failure to notify the Clerk's office could result in you not receiving electronic noticing from the court.

Please contact your local Clerk's office at one of the numbers listed below with any questions regarding E-Orders. Alexandria (318)445-1890, Opelousas: (337)948-3451, Shreveport: (318)676-4267

UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF LOUISIANA

IN RE:

CASE NO:

ORDER

The above captioned . . .

IT IS HEREBY ORDERED THAT . . .

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This order was prepared and is being submitted by:

Firm Name

By _____

Attorney for _____

Bar Number _____

Mailing Address _____

Telephone Number _____