



Electronic Lodged Order Upload (LOU)

Quick Reference Guide

(November 2008)

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LODGE ORDER UPLOAD (LOU)

Quick Reference Guide

I. UPLOADING A PROPOSED ORDER

A proposed form of order electronically uploaded to the Court via the LOU program must contain the following three elements:

- A. The proposed form of order.
- B. Proof of service that the proposed form of order was served on all required parties.
- C. Service list to be used on the final entered order once signed by the judge.

All three elements are to be uploaded as a single document in Microsoft Word format (version 2003 or older). (See sample attached as Exhibit 1.)

II. IDENTIFYING SERVICE LISTS

All electronic orders entered through the Court's Calendaring Information and Orders program ("CIAO!") trigger a Bankruptcy Noticing Center (BNC) Certificate of Service indicating that the notice requirement to parties listed on the CM Mailing List for applicable main case or adversary proceeding has been fulfilled. If a party is a registered ECF user they will also receive a Notice of Electronic Filing ("NEF") of the entered order.

As explained below, a party will receive a BNC notice, an NEF, or both. If a party requires notice and will not receive a BNC notice or an NEF, the serving party must provide the Court with a stamped, pre-addressed envelope for manual service for each additional party.

The **CM Mailing Information ("Mailing List")**, accessible from one of the selection options in CM/ECF, can be queried by both external ECF users and internal court staff to determine how parties will receive notice of the entered order. (See Figure 1.)



Figure 1

To query the CM Mailing Information, click on **Utilities > Mailings (under Misc) > Mailing Info for a Case**, input the relevant Bankruptcy or Adversary Proceeding number, then **Submit**. The mailing information for the case/adversary proceeding will appear with all parties contained in CM listed under either the Electronic Mail Notice List ("EMNL") or the Manual Notice List ("MNL"). (See Figure 2.)

CM ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Mailing Information for Case 2:08-bk-10100-EC

Electronic Mail Notice List

The following is the list of **parties** who are currently on the list to receive e-mail notices for this case.

- David R Chase dchaselaw@yahoo.com
- Kathy A Dockery pgozun@ch13la.com
- Timothy J Truxaw tjtr@slatertruxaw.com
- United States Trustee (LA) ustpreion16.la.ecf@usdoj.gov

Manual Notice List

The following is the list of **parties** who are **not** on the list to receive e-mail notices for this case. (You may wish to use your mouse to select and copy this list into your word processing program in order to create envelopes.)

- Allen K Brown
215 W Pomona Blvd Ste 201
Monterey Pk, CA 91754
- GE Money Bank
Attn: Ramesh Singh
25 SE 2nd Ave Ste 1120
Miami, FL 33131-1605

Recipients of a Notice of Electronic Filing ("NEF") generated by the court

Served by the Bankruptcy Noticing Center ("BNC").

Envelopes are only required for any party NOT listed under either EMNL or MNL.

Figure 2

The following information applies to the CM Mailing Information list:

A. Bankruptcy Main Case

- (1) Parties listed under the EMNL will receive a NEF.
- (2) Parties listed under the MNL will receive a BNC notice. Note, a party listed under EMNL will also receive a BNC notice.
- (3) The debtor(s) and debtor(s) attorney, although not listed in the CM Mailing Information, will receive a BNC notice.
- (4) Attorneys representing a party in a related adversary proceeding will appear on the CM Mailing Information for the main case but will not receive BNC notices for actions in the main case. They will, however, receive a BNC notice for actions in the adversary proceeding.

B. Adversary Proceedings

- (1) All parties listed under the EMNL will receive a NEF.
- (2) All parties listed under the MNL will receive a BNC notice. Note, a party listed under EMNL will also receive a BNC notice.

C. Miscellaneous Information

- (1) The prevailing party, usually via their attorney, must submit within 48 hours of lodge order upload stamped, pre-addressed envelopes to the Court only for any party not listed under **either** the EMNL or MNL.
- (2) Although stamped, pre-addressed envelopes are generally not required, the prevailing party on Motions for Relief from Stay orders must confirm whether supplemental envelopes are necessary to ensure proper service. ***This requirement overrides any previous instruction from the Court.***
- (3) A BNC notice will NOT be sent to any incomplete or duplicate address. In this case, the BNC Certificate of Service acknowledges the party, but lists the party under “Bypassed Recipients,” and states the reason for bypassing the party as either undeliverable or duplicate. (See Figure 3.)

CERTIFICATE OF NOTICE

District/off: 0973-2 User: admin Page 1 of 1 Date Rcvd: Oct 14, 2008
Case: 08-20299 Form ID: pdf031 Total Served: 9

The following entities were served by first class mail on Oct 16, 2008.

db +Susan R Allen, 4482 Richard Dr, Los Angeles, CA 90032-1246
aty +Alex P Vu, Wells Fargo Bank, POB 53476, Phoenix, CA 85072-3476
aty +Brian A Paino, 4375 Jutland Dr Ste 200, San Diego, CA 92117-3600
aty +Jennifer C Wong, 1770 Fourth Ave, San Diego, CA 92101-2607
aty +Rhonda K Walker, 696 E Colorado Blvd #207, Pasadena, CA 91101-2122
tr +Sam S Leslie, Leslie, Engell & Associates LLP, 6310 San Vicente Blvd., Suite 320,
Los Angeles, CA 90048-5499

ust +United States Trustee (LA), 725 S Figueroa St., 26th Floor, Los Angeles, CA 90017-5524
cr GMAC Mortgage, LLC, c/o Pite Duncan LLP, 525 E Main St, PO Box 12289,
El Cajon, CA 92022-2289
cr +WELLS FARGO BANK, P O BOX 53476, PHOENIX, AZ 85072-3476

The following entities were served by electronic transmission.
NONE.

***** BYPASSED RECIPIENTS (undeliverable, * duplicate) *****
cr Citibank, N.A., as Trustee for, Structured Asset M

TOTALS: 1, * 0

Addresses marked '+' were corrected by inserting the ZIP or replacing an incorrect ZIP.
USPS regulations require that automation-compatible mail display the correct ZIP.

BNC notice displays any party bypassed and the reason.

Figure 3

- (4) To quickly identify whether a name appears in the CM Mailing Information list, use the control function, Ctrl+F. Type in the last name of the party and click “*Find Next.*” The system will automatically highlight the name if it appears on either the EMNL or MNL. An envelope is not required for this party as noted in II, C(1).
- (5) An NEF will be sent to all registered ECF users who appear when querying the EMNL of the CM Mailing Information for a main case for actions in both the main case and an adversary proceeding.

III. PROCESSING OF ENTERED ORDER

Once modified (if applicable) and signed by the judge, the order will be entered on the court’s docket by the Clerk’s Office. Approximately two court days later, the BNC Certificate of Service will appear on the court’s docket indicating who was noticed. (See *Figure 4.*)

10/14/2008	 18	Order Granting Motion for relief from the automatic stay REAL PROPERTY (BNC-PDF) (Related Doc # 16) Signed on 10/14/2008 (Fortier, Stacey) (Entered: 10/14/2008)
10/16/2008	 19	BNC Certificate of Service - PDF Document. (RE: related document(s) 18 , Motion for relief from the automatic stay REAL PROPERTY (BNC-PDF)) No. of Notices: 9. Service Date 10/16/2008. (Admin.) (Entered: 10/16/2008)

Figure 4

NOTICING TERMINOLOGY GLOSSARY

- (1) **BNC Notice:** A notice from the Court (either in paper or e-mail) transmitted by the Bankruptcy Noticing Center, a contractor in Utah, from a computer file prepared by CM/ECF (the Court's case management system).
- (2) **Certificate of Service:** Evidence that ***the Court, or its agent,*** has performed their noticing/service duty.
- (3) **CIAO!:** A windows-based application developed by the U. S. Bankruptcy Court for the Central District of California for scheduling and calendaring hearings, and for processing electronic orders.
- (4) **CM Mailing Information (Mailing List) on a Main Case:** A list of names known to CM/ECF used for noticing. May ***include parties*** who are not entitled ("over service") and may ***exclude parties*** who are entitled to service ("under service").

The list contains two sections: 1. the *Electronic Mail Notice List (EMNL)* which identifies parties receiving both an NEF and a BNC notice; and, 2. the *Manual Notice List (MNL)* which identifies parties to be served only via BNC notice.

If an Adversary Proceeding is filed, the attorney for the plaintiff and/or defendant will appear on the list of the related main case. They will NOT, however, receive a BNC notice for main cases actions.

- (5) **CM Mailing Information (Mailing List) on an Adversary Proceeding:** A list of names known to CM/ECF used for noticing which are exclusive to the adversary proceeding. May ***include parties*** who are not entitled ("over service") and may ***exclude parties*** who are entitled to service ("under service"). Noticing works the same as the Main Case Mailing List, except applies to Adversary Proceedings.
- (6) **CM Party List:** All persons or entities known to CM that have brought corresponded to an action in the case, including those filing a request for special notice.
- (7) **Complex Order:** An order that can not be fully processed via CIAO! requiring the manual processing of additional transactions in CM/ECF. Orders fully processed via CIAO! are called Non-Complex Orders.
- (8) **Creditor List:** Every creditor in the case. Can also include parties manually added by virtue of filing a Request for Special Notice.

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- (9) **EBN**: Electronic Bankruptcy Notice, an electronic form of notice generated by BNC, transparent to the court and CM/ECF.
 - (10) **Electronic Service**: Electronic service by way of an Notice of Electronic Filing (“NEF”), or an electronic notice from the Bankruptcy Noticing Center (BNC/EBN).
 - (11) **Entered Order**: An order that has either been signed or approved for entry by a judge and subsequently entered on the court docket.
 - (12) **Lodged Order**: A proposed form of order that has been submitted to the Court for judicial review and is not yet signed or entered on the court docket.
 - (13) **Lodge Order Upload (LOU)**: An Internet based program that allows CM/ECF users to lodge proposed form of orders with the Court.
 - (14) **LOU Confirmation Page**: A screen presentation in LOU indicating successful upload of a proposed form of order. It should be printed and serves as a receipt.
 - (15) **Mailing Matrix**: A superset mailing list that includes all parties on the Creditors List and CM Party List.
 - (16) **NEF**: A notice of electronic filing transmitted directly by CM/ECF via e-mail to all registered CM/ECF users who are parties to the case indicating that a transaction occurred on CM/ECF.
 - (17) **Notice of Entry**: Clerk’s Office certification on the docket that an order was entered and signed by the Court.
 - (18) **Proof of Service**: The certification by a party, usually *an attorney*, indicating completion of their noticing/service duty on all pertinent parties.
 - (19) **Service List**: The list of parties that are to be served that may be included with the Proof of Service or Certificate of Service.

Exhibit A

1. BODY OF ORDER

1 Joe Attorney
1234 Main Street
2 Los Angeles, CA 90012
3 (213) 555-1234

4 Attorney for Debtor

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8 **UNITED STATES BANKRUPTCY COURT**
9 **CENTRAL DISTRICT OF CALIFORNIA – Santa Ana Division**

10
11 In re
12 JOHN DOE,

Case No.: 6:08-10000-XX

Chapter 13

13 **ORDER GRANTING DEBTOR’S MOTION TO**
14 **DISALLOW CLAIM OF PROGRESSO CANNERY**

15 Hearing Date: October 1, 2008
16 Hearing Time: 10:00 a.m.
17 Courtroom: 5175
Ronald Reagan Federal Building
411 West Fourth Street
Santa Ana, CA 92701-4593

Debtor.

18
19 A hearing was held on October 1, 2008 on Debtor’s Motion to Disallow Claim of Progresso
20 Cannery (“Motion”). Appearances were noted on the record. Based upon the findings and conclusions
21 made at the hearing, **IT IS ORDERED** that the Motion is granted.

22 ###

3. ADDITIONAL SERVICE LIST FOR PROPOSED ORDER

(To be used only if there is insufficient space on previous page.)

SERVICE LIST FOR PROPOSED ORDER

BY U.S. MAIL

(Insert party(ies) along with street address served by Mail.)

Attorney for Claimant

John Genius
4444 S. Fourth Street
Santa Ana, CA 92714

Claimant

Progresso Cannery
c/o Lisa Leeza
91 East Freeway, Suite 55
Orange, CA 99999

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4. SERVICE LIST FOR THE ENTERED ORDER

NOTE TO USERS OF THIS FORM:

- 1) Attach this form as the last page of a proposed Order/Judgment.
- 2) Title of the proposed Order/Judgment & all service information must be filled in by the party lodging the proposed Order/Judgment.
- 3) **Category I.** below: The United States trustee and case trustee (if any) will always be in this category.
- 4) **Category II.** below: DO NOT list addresses other than for debtor (and attorney), movant (or attorney) and person/entity (or attorney) who filed an opposition to the requested relief. DO NOT list an address if person/entity is listed in category I.

SERVICE LIST FOR ENTERED ORDER

Notice is given by the court that a judgment or order entitled **ORDER GRANTING MOTION TO DISALLOW CLAIM OF PROGRESSO CANNERY** was entered on the date indicated as "Entered" on the first page of this judgment or order and will be served in the manner indicated below:

I. TO BE SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING ("NEF") – Pursuant to controlling General Order(s) and Local Bankruptcy Rule(s) ("LBR"), the foregoing document will be served by the court via NEF and hyperlink to the document. On (Insert date of service) I checked the CM/ECF docket for this bankruptcy case or adversary proceeding and determined that the following person(s) are on the Electronic Mail Notice List to receive NEF transmission at the email address(es) indicated below:

United States Trustee, ustpreion16.la.ecf@usdoj.gov
Chapter 13 Trustee, ecfmt@trustee13.com
Attorney for Progresso Cannery, polarbear@arctic.com
Attorney for Debtor, mrpenguin@antarctica.com

Service information continued on attached page

II. SERVED BY THE COURT VIA U.S. MAIL: A copy of this notice and a true copy of this judgment or order was sent by U.S. Mail to the following person(s) and/or entity(ies) at the address(es) indicated below:

Debtor: John Doe, 405 Westside Avenue, Orange, CA 98765

Service information continued on attached page

III. TO BE SERVED BY THE LODGING PARTY: Within 72 hours after receipt of a copy of this judgment or order which bears an "Entered" stamp, the party lodging the judgment or order will serve a complete copy bearing an "Entered" stamp by U.S. Mail, overnight mail, facsimile transmission or email on the following person(s) and/or entity(ies) at the address(es), facsimile transmission number(s) and/or email address(es) indicated below:

Principal of Claimant: Lisa Leeza, 91 East Freeway, Suite 55, Orange, CA 99999

Service information continued on attached page

1
2 **5. ADDITIONAL SERVICE LIST FOR THE ENTERED ORDER.**

3 **(To be used only if there is insufficient space on previous page.)**

4
5 **SERVICE LIST FOR ENTERED ORDER**

6 **BY NOTICE OF ELECTRONIC FILING ("NEF")**

7 *(Insert names and email addresses of party(ies) to be served via*
8 *NEF by the court. Only include names and email addresses of*
9 *persons who filed papers in connection with this Motion)*

10 **BY U.S. MAIL**

11 *(No other persons or entities should be listed in this category*
12 *unless they filed papers in connection with this Motion and are*
13 *not on the Court's Electronic Mail Notice List for this docket)*

14 **TO BE SERVED BY THE LODGING PARTY**

15 *(Insert additional persons or entities that the lodging party*
16 *intends to serve, along with method of service.)*

17 Request for Special Notice

18 *By Overnight Mail*

19 Tommy Teacup

20 Box 7A - Route 88

21 Wheatfield, Nebraska 11235