



# **Electronic Lodged Order Upload (L.O.U.)**

(March 2008)

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## OVERVIEW

Effective November 19, 2007, the United States Bankruptcy Court for the Central District of California is accepting electronic orders for ALL judge's.

**Electronic documents must be submitted in MS-WORD format only.** Using MS-WORD enables a judge or his/her chambers to edit a lodged order. The order will be entered in PDF format onto the docket and can be accessed normally. If you attempt to upload any other type of format (e.g. PDF), you will receive an error message.

The Court has updated the *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers Using the Case Management/Electronic Case Files (CM/ECF) System* to provide information on the preparation and submission of electronic orders. The attached procedures have also been updated to include the steps for preparing an order which include the **new service and format** requirements for the submission of electronic orders. All orders submitted electronically using the Court's Lodged Order Upload (LOU) program must comply with all of these new requirements.

Every order uploaded will be assigned a document number. At the end of each submission you will receive a confirmation which contains the assigned document number, the relevant case information, and the date and time of submission. Please print and retain a copy of the confirmation should you need it for future reference.

You will find instructions on how to upload an order on our homepage, at [www.cacb.uscourts.gov](http://www.cacb.uscourts.gov). From the court's homepage, Click on **Electronic Systems & Status>CM/ECF Home Page>Procedures and Rules>ECF Procedures>File Documents>Orders**.

If you have any questions, comments or suggestions related to electronically uploaded orders, please feel free to contact us at [ECF\\_Support@cacb.uscourts.gov](mailto:ECF_Support@cacb.uscourts.gov), or call the ECF Help Desk, at (213) 894-2365.

Please see pages 2 - 8 for information and instructions on the electronic order process.

## SECTION I - ORDER PREPARATION

When preparing an order (prior to electronic submission), you must comply with the following procedures. Non-compliance may result in your order being marked as "Unused," or you may need to submit a new order further delaying the entry of such order.

### A. Proof of Service and Service List Formatting

Orders on all Motions and Applications:

- 1) Comply with Local Bankruptcy Rule 9021-1 by submitting a Proof of Service page of the Proposed Form of Order. Electronic signatures are allowed on the Proof of Service page, as the Court recognizes that non-ECF support staff may be completing service of the proposed order.
- 2) Do not include a page titled "Notice of Entry of Order." Instead, submit a **"Service list for Entered Order."**
- 3) When organizing the Service List for Entered Order,
  - a) Only include those parties who are entitled to service of the entered order. See Local Bankruptcy Rule 9021-1(a)(1)(D), Local Bankruptcy Rule 2002-2, F.R.B.P. Rule 9022 and other relevant F.R.B.P. Rules to determine parties entitled to service of the entered order. Often the Service List for an entered order can be shorter than the service list for the "proof of service" of proposed form of order.
  - b) The parties should be listed in two columns. The first column should contain the heading "Served Electronically" and should include those **to be served** in this manner, and the second column should **contain the heading "Served by U.S. Mail"** and include those **to be served** in this manner. A sample Service List for the Entered Order is attached as Exhibit "A."
  - c) To identify parties who are to be served electronically, first log into ECF (**not** PACER), then access the information by first clicking on either **Bankruptcy** or **Adversary**, as applicable. At this time you will receive a separate login prompt for PACER. Log in using your PACER account, then select **Utilities>Mailings...>Mailing Info for a Case>**(insert Case/Adv number)>Submit.

- 4) The party submitting the order via Lodged Order Upload must deliver the following items to the Court:
  - a) Stamped, pre-addressed envelopes for all names appearing on the Proposed Order Service List under the category "Served by U.S. Mail." The stamped, pre-addressed envelopes must be delivered (in person or by mail) to the Intake area of the divisional office in which the relevant case or proceeding has been assigned **within 48 hours** of electronic submission of the order.
  - b) A face page copy of the submitted proposed order and a copy of your confirmation receipt must be delivered to the Intake area, along with the stamped, pre-addressed envelopes. (Sample of confirmation receipt on Page 7, Section "D".)

**B. Orders Approving Stipulations**

Orders Approving Stipulations should be submitted separately from the stipulation according to the following procedure:

- 1) Obtain all necessary signatures on the Stipulation.
- 2) DO NOT prepare a combined Stipulation and Order.
- 3) File the Stipulation via ECF with all necessary signatures, so that the only electronic signature is the signature of the ECF registered attorney who is filing the stipulation via ECF.
- 4) Prepare a separate Order Approving Stipulation in MS-WORD format.
- 5) In the text of the Order Approving Stipulation, indicate the complete title of the stipulation.
- 6) When uploading the electronic order, select the docket entry for the Stipulation as the relevant Motion type.
- 7) Comply with all procedures in A.1 - A.4

**C. Orders Granting Motions that Contain an Attached Settlement Agreement, Sale Agreement, Other Agreement or Plan**

Orders granting Motions for orders approving sale agreements, settlement agreements, other agreements or plans must be submitted separate from any attached agreements according to the following procedure.

- 1) DO NOT attach any agreements to the order.
- 2) Prepare a separate order in MS-WORD format.
- 3) If the order needs to reference a particular settlement agreement or sale, make the reference in the text of the Order by referencing the title of the motion AND the exhibit number of the agreement.
- 4) Comply with all procedures in A.1 - A.4 above.

**D. Submission of Exhibits to Order**

Exhibits can only be uploaded along with the order if submitted in MS-WORD format as part of the order. Otherwise, the exhibit must be submitted separately from the order according to the following procedure:

- 1) Convert the exhibit to a PDF document and file it via ECF by selecting the docket event "Exhibit."
- 2) Relate the exhibit to the applicable motion/application.
- 3) Provide a copy of the exhibit along with the face page copy of the order and transaction receipt as specified under procedure A. - 4(b) above.
- 4) Contact the applicable judge's team and advise of submission of exhibit.

**E. Miscellaneous**

- 1) To successfully submit your order to the court, ensure the following:
  - No Hyperlinks
  - No Macros
  - No Security
  - Not a Read-Only document, and
  - Not Locked in any way

## SECTION II - ORDER UPLOAD

### A. Order Upload Screen

The Order Upload Screen is located under **Bankruptcy > BK - Lodge Orders (upload)** or **Adversary > AP - Upload Order**. Click on BK - Lodge Orders (upload).



### B. Screen Description

The Order Upload Screen enables the user to upload an order to the Court on any motion that has been filed and recorded onto the CM docket.

The screenshot shows the "Bankruptcy ORDER UPLOAD" screen. It features a dropdown menu for "Office" set to "Los Angeles" and a text input field for "Case Number". Below these are radio buttons for "Pending Motions" (selected) and "All Motions". There are also input fields for "Filing Date" and "Document Range", each with "Start" and "End" sub-fields. At the bottom are "Next" and "Clear" buttons.

**Bankruptcy ORDER UPLOAD**

Office:  Case Number:

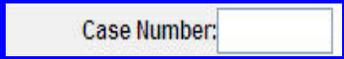
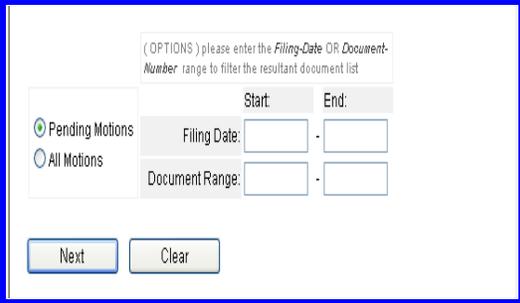
( OPTIONS ) please enter the *Filing-Date* OR *Document-Number* range to filter the resultant document list

Pending Motions  
 All Motions

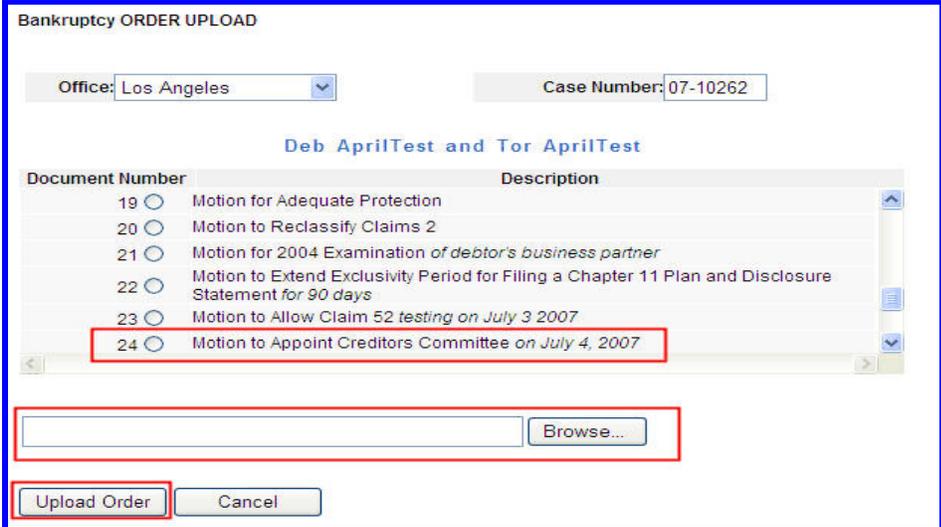
	Start:	End:
Filing Date:	<input type="text"/>	<input type="text"/>
Document Range:	<input type="text"/>	<input type="text"/>

Next Clear

Fill in the following criteria to locate the motion:

Field	Description/Function
	From the drop-down menu, select the division.
	Type in the case number in the following format: <b>yy-nnnnn</b> .
	<ul style="list-style-type: none"> <li>• <b>Pending motions</b> - displays all pending motions on the docket.</li> <li>• <b>All motions</b> - displays all motions on the docket.</li> <li>• <b>Filing Date</b> - enables users to narrow a search by date.</li> <li>• <b>Document Range</b> - enables users to narrow a search by document number.</li> </ul>
	<ul style="list-style-type: none"> <li>• Click on <b>Next</b> to display the motions.</li> <li>• Click on <b>Clear</b> to cancel.</li> </ul>

**C. Selecting the Motion, attaching the Order, and Uploading the Order**



Bankruptcy ORDER UPLOAD

Office: Los Angeles Case Number: 07-10262

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Document Number	Description
19	Motion for Adequate Protection
20	Motion to Reclassify Claims 2
21	Motion for 2004 Examination of debtor's business partner
22	Motion to Extend Exclusivity Period for Filing a Chapter 11 Plan and Disclosure Statement for 90 days
23	Motion to Allow Claim 52 testing on July 3 2007
24	Motion to Appoint Creditors Committee on July 4, 2007

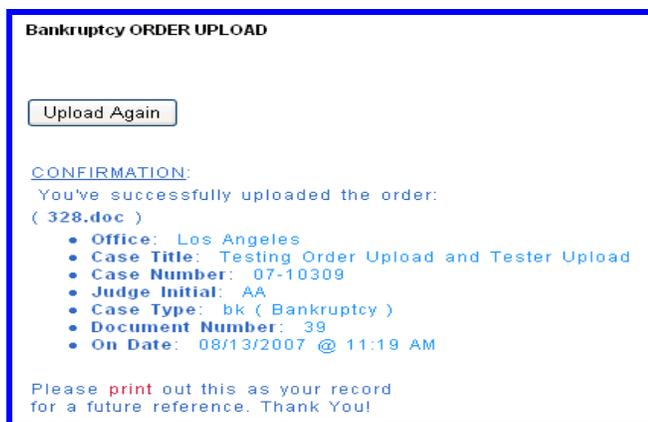
Browse...

Upload Order Cancel

Step	Action
1	Select the applicable motion.
2	Browse for the applicable order file in MS-WORD format. [Note: If you attempt to submit a non-MS-WORD document, you will receive an error message.]
3	Click on Upload Order to Upload or Cancel to cancel.

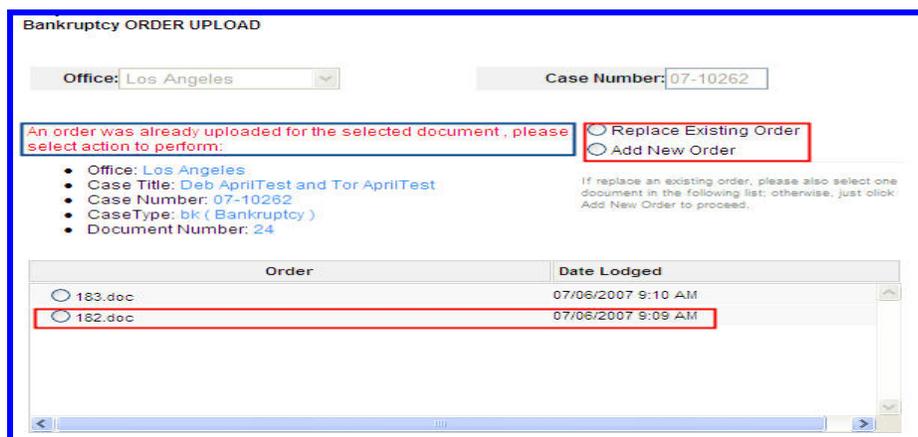
**D. Receive Confirmation of Uploaded Order**

When the order is uploaded successfully, the user will receive a confirmation that the order was uploaded successfully. Retain or print the receipt for future reference.



**E. Adding/Replacing an order**

If an order has already been uploaded by you, you will receive a message stating, **“An order was already uploaded for the selected document, please select action to perform.”** Although you are always enabled to add orders, replacement of orders is restricted by the condition set forth in the note below.

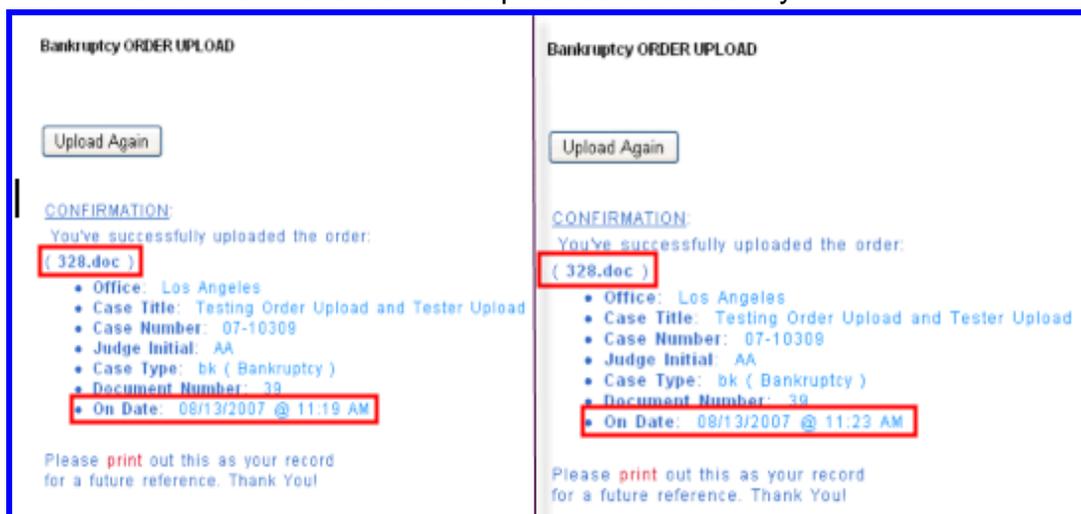


**Note:** Once the Court checks in the order, it cannot be replaced. You do not have the option of replacing an order submitted by a different user.

Step	Action
1	Select the applicable radio button (Replace Existing Order or Add New Order).
2	If Replacing an existing order, select the applicable order.
3	Click on Upload Order to Upload or Cancel to cancel.

**F. Receive Confirmation of Replacement or Additional Order**

When the order is uploaded successfully, the user will receive a confirmation that the Order was uploaded successfully.



**Note:** On a replacement order, the doc number will be the same as the replaced order. In the example above, note the doc number remains the same, but the date and time will reflect the latest upload.

**G. Unused Orders**

Occasionally, an order may be deemed as “unused” by a judge for a number of reasons (e.g. alternate order signed, request for submission of revised order, etc.). The unused order will NOT be docketed onto the Case Management (“CM”) docket. A member of the judge’s team will advise you of any other further action required on your behalf, as applicable.

**SERVICE LIST FOR NOTICE OF ENTRY OF ORDER**

<b>SERVED ELECTRONICALLY</b>	<b>SERVED BY U.S. MAIL</b>
<p><b>TRUSTEE</b> Nancy K. Curry 606 South Olive Street, Ste 1850 Los Angeles, CA 90014 ce@trustee13.com</p> <p><b>ATTORNEY FOR DEBTOR</b> Jane Johnson Law Offices of Jane Johnson 0000 Wilshire Blvd. Ste 700 Los Angeles, CA 90017 tysonlawfirm@yahoo.com</p> <p><b>UNITED STATES TRUSTEE</b> United States Trustee 725 S. Figueroa St., 26<sup>th</sup> Floor Los Angeles, CA 90017 ustpregion16.la.ecf@usdoj.gov</p> <p><b>ATTORNEY FOR MOVANT</b> Joe Jones Jones and Crawford 000 Research Drive Los Angeles, CA 90012 jjones@lawfirm.com</p>	<p><b>DEBTOR</b> John Smith P.O. Box 0000 Beverly Hills, 90210</p> <p><b>ATTORNEY FOR THE DEBTOR</b> Jane Law Law Offices of Jane Law 000 Santa Monica Blvd. Los Angeles, CA 90012</p> <p><b>ATTORNEY FOR CH 7 TRUSTEE</b> Steve Stevens Law Offices of Stevens and Stevens 0000 Avenue of the Stars Los Angeles, CA 90012</p>