E-Orders

STEP 1   Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar.

STEP 2   The Bankruptcy Events menu displays.

,   Click the Upload Single hypertext link.

STEP 3   The **Upload A Single Order** screen displays.

,   Enter the case number in yy-nnnnn format, including the hyphen.

NOTE: If the system prompts that you have entered an invalid case number, click the browser's **[Back]** button and enter the correct number.

,   Click **[Next]**.

STEP 4   The **Related Document Number** screen displays.

'   Enter the document number of the related matter for which the order is being submitted.
,   Click **[Next]** and skip to STEP 6.

,   If you do not know the related document number, leave the document number field blank, and click on **[Next]**.

,   The **Select a Category** screen displays.
,   Highlight the **Motion** type. Filed dates and documents number ranges can be inserted, but are not necessary.
,   Click **[Next]**.

,   The **Select an Event** screen displays.
,   Click to T the appropriate event that the order is related to.
,   Click **[Next]**.

STEP 5   The **Order Type, Hearing Date, File to Upload** screen appears.

,   Click the – arrow to reveal the list of available **order types**. Choose the appropriate order type from the drop-down menu.
,   Enter the hearing date.
,   Click **[Browse]** to search for the appropriate Order in PDF (Portable Data Format) form.
,   Double Click on the appropriate PDF to attach it to the docket entry.
,   Click **[Next]** to continue.

STEP 6   A Notification screen displays. **(See Figure 1).** This screen provides notification about the order that has been uploaded.

> **The new pdf file 6 .pdf was uploaded successfully on 11/10/2003 -- 10:16 AM**
>
> **Order Type:** Hearing Held
> **Case Number:** 03-10101
> **Case Name:** John Smith and Annie Smith
> **Related Document Number:** 45
> **Related Document Description:** Motion for Adequate Protection
> **Hearing Date:** 9/1/2003

Figure 1