

U. S. Bankruptcy Court, Western District of Texas
CM/ECF DOCKETING PROCEDURE
For Attorneys
ORDER UPLOAD

This docketing procedure is completed as part of the proposed order upload of the CM/ECF Bankruptcy software for the Western District of Texas.

STEP 1 Click on either the Bankruptcy or Adversary hypertext link on the **CM/ECF MAIN MEU BAR**

STEP 2 Click on **Order Upload**. (See figure 1)



Figure 1

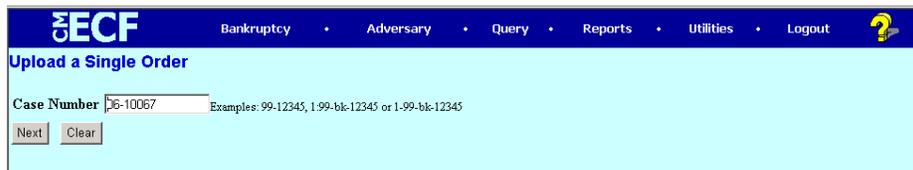
STEP 3 Click on **Upload Single**. (See figure 2)



Figure 2

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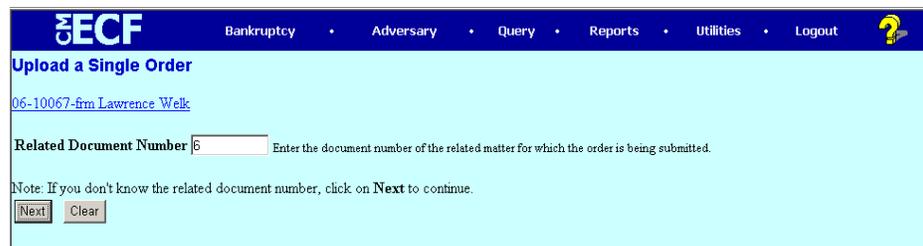
STEP 4 Enter the Case Number of the proposed order being uploaded. Click Next.
(See figure 3)



The screenshot shows the ECF interface for uploading a single order. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Upload a Single Order". Below this, there is a "Case Number" field containing "06-10067". To the right of the field, it says "Examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345". At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 3

STEP 5 Enter the Related Document Number of the proposed order being uploaded. Click Next. If you do not know the document number Click Next. (See figure 4)

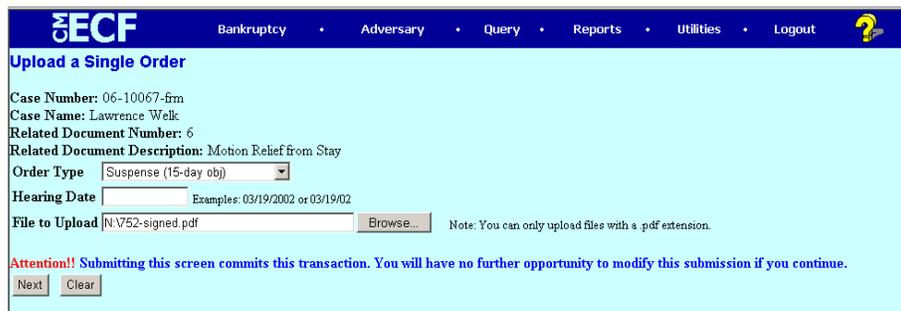


The screenshot shows the ECF interface for uploading a single order. The header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Upload a Single Order". Below this, there is a link: "06-10067-fm Lawrence Welk". The "Related Document Number" field contains "6". To the right of the field, it says "Enter the document number of the related matter for which the order is being submitted." Below the field, there is a note: "Note: If you don't know the related document number, click on Next to continue." At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 4

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STEP 6 Select a type of order from the **Order Type** drop down box. If a hearing date has been *held* on the pleading you filed or is *scheduled for future date*, the system will automatically complete the **Hearing Date** field. Upload order by clicking the Browse Button. Click Next. (See figure 5)



The screenshot shows a web interface for uploading a single order. At the top, there is a navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The main heading is "Upload a Single Order". Below this, the form displays the following information: Case Number: 06-10067-fm, Case Name: Lawrence Welk, and Related Document Number: 6. The "Order Type" is set to "Suspense (15-day obj)". The "Hearing Date" field is empty, with examples "03/19/2002 or 03/19/02" provided. The "File to Upload" field contains "N.V52-signed.pdf" and a "Browse..." button. A note states: "Note: You can only upload files with a .pdf extension." At the bottom, there is a red "Attention!!" warning: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning are "Next" and "Clear" buttons.

Figure 5

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If an order has already been uploaded for the underlying document you are attempting to submit a proposed order for, you will see the following screen prior to the screen in **figure 5**. You will need to choose whether or not to replace the previously uploaded order. Replacing would normally be the case especially after a hearing has been held, however there are instances when more than one order will relate to an underlying pleading such as Omnibus Objections to Claims, etc. (See **figure 6**)

The screenshot shows the ECF interface for uploading a single order. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout, along with a help icon. Below the navigation bar, the page title is "Upload a Single Order". A warning message states: "Warning: The following order(s) already exist for the same case and related document." Below the warning is a table with three columns: Case Info, Related Doc, and Order. The table contains one row of data. Below the table, there are radio buttons for "Upload another order" and "Replace the original order(s)". The "Replace the original order(s)" option is selected, and a checkbox for "Replace the order 3866.pdf" is also checked. At the bottom of the form, there are "Next" and "Clear" buttons.

Case Info	Related Doc	Order
06-10067-fm Lawrence Welk Ch 7	6 Motion Relief from Stay Filed: 11/09/2006	3866.pdf By Loretta A. Sugarplum 11/13/2006

Upload another order
 Replace the original order(s)
 Replace the order [3866.pdf](#)

Next Clear

Figure 6

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STEP 7 The Upload Successful screen appears and recounts the selections you made during the transaction. If you made a mistake, please contact the clerk's office immediately. If you wish to continue to upload orders, click **Upload Single (bk)**. If you have completed uploading orders, select another option from the blue **Main Menu Bar** or logout of the system. (See figure 7)

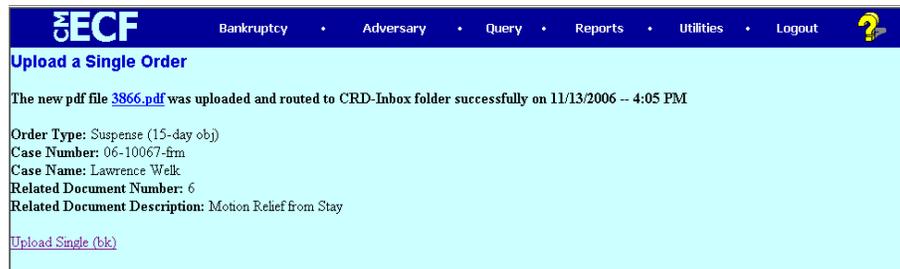


Figure 7