

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TEXAS
_____DIVISION**

ORDER SUBMISSION FORM

RE: *[Fill in Case Name and/or Adversary Style and Related Document Number, as applicable.]*

SUBJECT LINE: *[Follow the format set out below under “Directions” to fill in the subject line. Order Submission Forms which do not follow this format may be returned with the Order unsigned.]*

SUBMITTED BY: *[Please include your name, the firm name, address, telephone, fax, and email, as applicable.]*

DIRECTIONS

~ You *must* use one of the following formats to complete the Subject Line:

Ex Parte (no hearing required)- [case or adversary number]
e.g. Ex Parte (no hearing required) - 00-51234

Expedited - [case or adversary number]
e.g. Expedited - 00-51234

Hearing Held - [Hearing Date, Time] - [case or adversary number]
e.g. Hearing Held - 01/01/01, 9:30 a.m. - 01-51234

Hearing Scheduled - [Hearing Date, Time] - [case or adversary number]
e.g. Hearing Scheduled - 01/01/01, 9:30 a.m. - 00-51234

Suspense (obj language) - [case or adversary number]
e.g. Suspense (obj language) - 00-51234

~ If the order is on a contested matter, use the case number; if the order or judgment is submitted in an adversary proceeding, use only the adversary number.

~ Use **Ex Parte (no hearing required)** for orders on matters which are not going to be set for hearing and which do not have negative notice language.

~ Use **Expedited** for orders on expedited or emergency matters.

~ Use **Hearing Held** for any order on matters for which a hearing has already been held. Be sure to include the hearing date and time in the following format: “01/01/01, 9:30 a.m.”

~ Use **Hearing Scheduled** for any order for which a hearing has been set but not yet held. Be sure to include the hearing date and time in the following format: “01/01/01, 9:30 a.m.”

~ Use **Suspense (obj language)** for orders on matters that were filed with “negative response language,” including adversary motions that are filed with “negative response language.”