

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 system for the Western District of Texas Bankruptcy Court.

Upload a proposed order after filing your motion or application. When you file your motion/application, remember to indicate if your pleading has waiver or objection language by typing in the number of days in the appropriate box.

[12-50063-rbk A. Bald Eagle and Harp E. Eagle](#)

Type: bk	Chapter: 13 v	Office: 5 (San Antonio)
Assets: y	Judge: rbk	
Case Flag: DEBTED, CREDCOUNJT, CREDCOUN, DEBTEDJT, OBJDSC		
If Pleading Has Waiver Language, Type 30: <input type="text"/>		
If Pleading Has Objection Language, Enter 14, 21, etc. <input type="text" value="14"/>		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

The order upload link is found on the Notice of Electronic Filing generated after filing your original motion/application or an amended motion/application.

[12-50063-rbk A. Bald Eagle and Harp E. Eagle](#)

Type: bk	Chapter: 13 v	Office: 5 (San Antonio)
Assets: y	Judge: rbk	
Case Flag: DEBTED, CREDCOUNJT, CREDCOUN, DEBTEDJT, OBJDSC		
<b>Please note the document number and click following link to upload the proposed order.</b>		
<a href="#">Upload Order</a>		
U.S. Bankruptcy Court Western District of Texas		

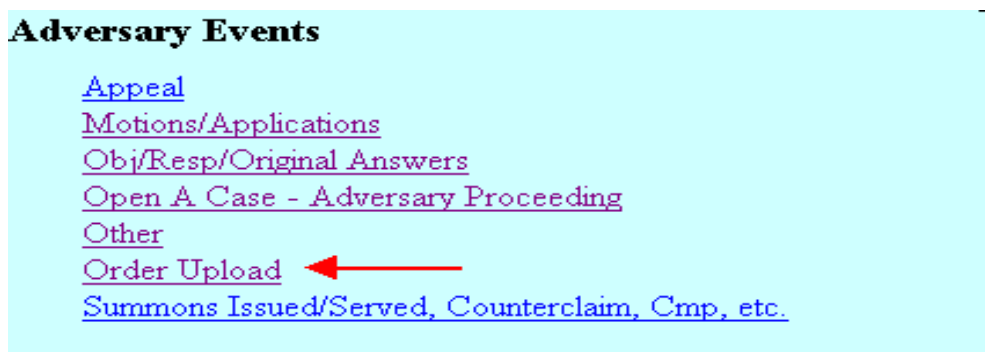
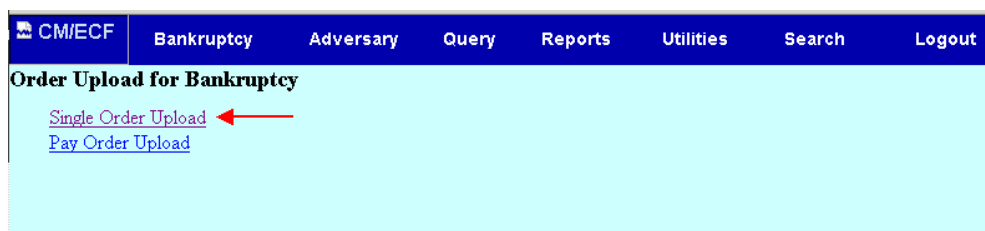
Notice of Electronic Filing

The following transaction was received from Cathy Ruiz entered on 6/28/2012 at 10:13 AM CDT and filed on 6/28/2012

**Case Name:** A. Bald Eagle and Harp E. Eagle  
**Case Number:** [12-50063-rbk](#)  
**Document Number:** [19](#)

**Docket Text:**  
Motion for Relief from Stay (14 Day Objection Language) ( Filing Fee: \$ 176.00 ) filed by Cathy Ruiz for Creditor

You can also upload your proposed order from the Bankruptcy or Adversary menus at any time.



STEP 1: Click on either the Bankruptcy or Adversary hypertext link on the CM/ECF MAIN MENU BAR (blue bar).

Or, click on Upload Order link from your Notice of Electronic Filing.

STEP 2: If you selected the menu item Order Upload, click on Single Order Upload.

If you are working from your Notice of Electronic Filing, skip to Step 3.

STEP 3: Type in your case number.

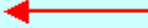


STEP 4: Type in the related document number, which is the document number for your pleading/motion/application.

CM/ECF Bankruptcy Adversary Query Reports Utilities

### Single Order Upload

[12-50063-rbk A. Bald Eagle and Harp E. Eagle](#)

Related document number  

STEP 5: Select the appropriate order type for your pleading.

Related document number: 15  
 Related document description: Motion Relief from Stay

Order type

Note: If the related document is an amendment and the original document has been set for a hearing, then select order type of Hearing Scheduled.

Hearing date  Hearing time  ☐ AM ☐ PM

You must click on the drop-down arrow to see the available order types.

Single Order Upload

[12-50063-rbk A. Bald Eagle and Harp E. Eagle](#)

Related document number: 15  
 Related document description: Motion Relief from Stay

Order type

Note: If the related document is an amendment and the original document has been set for a hearing, then select order type of Hearing Scheduled.

Hearing date  ☐ AM ☐ PM

- Ex Parte (No Hearing Required)
- Expedited
- Hearing Held
- Hearing Scheduled
- Suspense (14-day obj)
- Suspense (21-day obj)
- Suspense (30-day obj)
- Suspense (60-day obj)
- Other

The "Order Type" represents electronic folders for the judge.

*Ex Parte (See Local Rule 9014[d])*

*Expedited – Pleading filed is a motion to expedite*

*Hearing Held – Hearing has already been held on the pleading*

*Hearing Scheduled – Future hearing is set on the pleading. The date is automatically populated for the related document.*

*Suspense (14-day obj) – Pleading includes 14 day objection language*

*Suspense (21-day obj) – Pleading includes 21 day objection language*

*Suspense (30-day obj) – Pleading includes 30 day objection language*

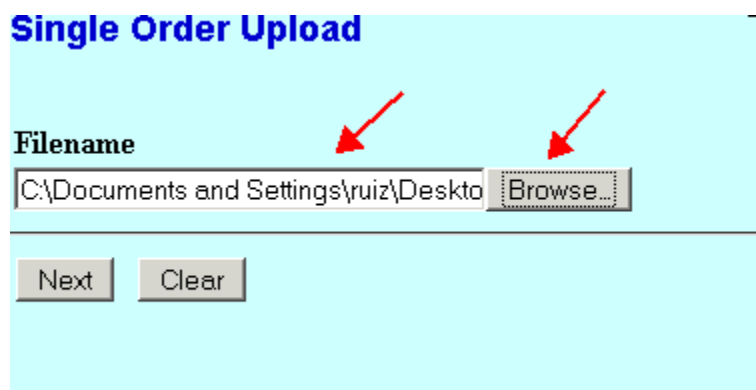
*Suspense (60-day obj) – Pleading includes 60 day objection language*

Other - *none of the above apply, or you are uncertain which category to pick.*

**NOTE:** If you select **Hearing Held** or **Hearing Scheduled** as the **Order Type**, a date should **automatically** appear in the **Hearing Date** field. If not, you've possibly selected the incorrect "Order Type".

STEP 6: Enter the path and filename of the proposed order PDF file in the **File to Upload** field. [Click] **Browse** to locate and select the file located on your computer.

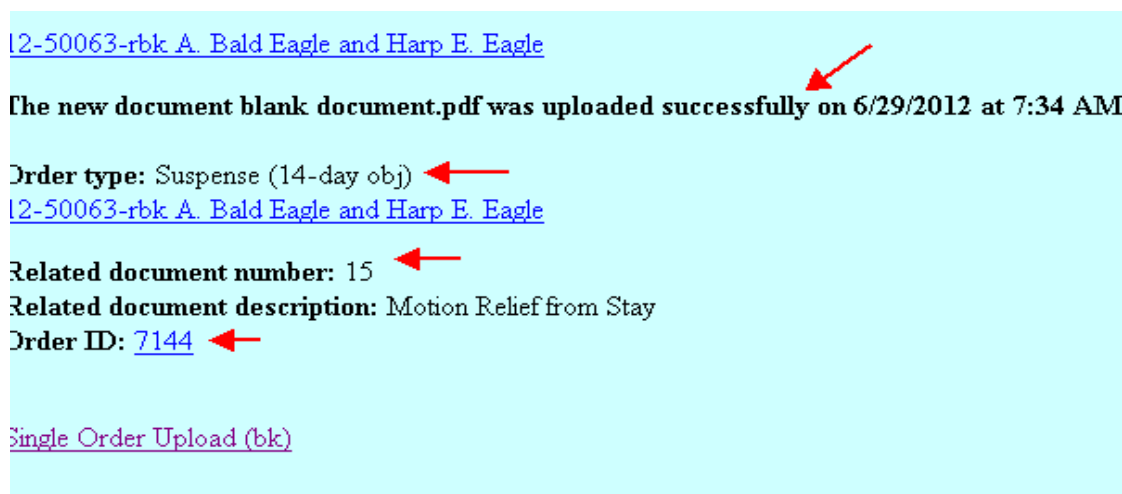
**Check every PDF document for accuracy before you upload the proposed order to the Court.**



**Single Order Upload**

Filename

STEP 7: Finally, review all the information carefully and if correct [Click] **Next**. A **Submission Confirmation** screen appears. The **Single Order Upload (bk)** link at the bottom of the screen is simply a short-cut for you to continue to upload additional orders if necessary.



[12-50063-rbk A. Bald Eagle and Harp E. Eagle](#)

The new document blank document.pdf was uploaded successfully on 6/29/2012 at 7:34 AM

Order type: Suspense (14-day obj)

[12-50063-rbk A. Bald Eagle and Harp E. Eagle](#)

Related document number: 15

Related document description: Motion Relief from Stay

Order ID: [7144](#)

[Single Order Upload \(bk\)](#)

## REPLACING A PROPOSED ORDER:

To replace a proposed order you have submitted, select the Order Upload option from either the Bankruptcy or Adversary category off the ECF main menu bar (blue bar).

Follow STEPS 1-4 above.


STEP 5: [Click] **Replace the order(s)** radio button and checkmark the proposed order you are replacing, then [Click] **Next**.


### Single Order Upload

**Warning:** The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
<a href="#">12-50063-rbk</a> A. Bald Eagle and Harp E. Eagle Ch 13	<input type="checkbox"/> <a href="#">15</a> Motion Relief from Stay Filed: 06/26/2012	<a href="#">7144</a> By Ruiz, Cathy 06/29/2012

☐ Upload another order

☒ Replace the order(s) 

☒ Replace the order [7144](#) 

Next

Clear

Then, follow STEPS 5-7 above.