

United States Bankruptcy Court
Southern District of Mississippi

ECF e-Orders Trustee Guide

October 3, 2022

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Table of Contents

Introduction	1
Technical Requirements	1
Formatting Requirements	1
Example	2
Trustee Order Upload Options	3
Single Order Upload	4
Replacing or Uploading an Additional Order.....	8
Batch Order Upload	9
Sua Sponte Order Upload	13
Pay Order Upload	16
Proposed Order Status.....	18
Resubmission Notification	20

Introduction

As part of the court's CM/ECF system, e-Orders allows the direct upload of proposed orders which court staff and judges can quickly review, sign and docket. Additionally, e-Orders allows attorneys and trustees to check the status of proposed orders uploaded to the ECF system.

Technical Requirements

Proposed orders uploaded in CM/ECF must be submitted in PDF format. No security should be applied to the PDF file. It is highly recommended that orders be created using a word processing application such as Word or WordPerfect and saved to PDF rather than scanning a printed copy of the document. This not only makes the order more legible, but also results in a text-searchable document.

Formatting Requirements

1. 8 ½ x 11 standard paper size.

The ECF system will not accept a PDF document with one or more pages exceeding the standard page size limit. The ECF system will return a failure message ending the upload process.

"FAILURE: Your PDF document has one or more pages that exceeds the standard page size limit, and cannot be accepted until fixed."

- | | | | |
|----|---------|-------------------|-------------------------|
| 2. | Margins | <u>First Page</u> | <u>Subsequent Pages</u> |
| | | Top 3" | Top 1" |
| | | Bottom 1" | Bottom 1" |

3. End of Order:

- Include an ending notation signifying the entire body of the proposed order is included. Below the last paragraph:
 - Insert one blank line
 - Insert **##END OF ORDER##** and center it.
- Do not include the text "**So Ordered**"
- Do not include judge's signature line (*See example on next page*).

4. Proposed order and all exhibits must be uploaded as one PDF document.

5. Multiple Signatures

- The last paragraph of the order must be on the page that contains the parties' signature.

6. PDF document size must not exceed 5MB.

Example

<p style="text-align: center;">3" Top margin first page</p> <p style="text-align: center;">UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF MISSISSIPPI</p> <p>In re: Joseph Wayne Sample Susan Smith Sample Debtors.</p> <p style="text-align: right;">Case No. XX-XXXX-XXX Chapter XX</p> <p style="text-align: center;">ORDER GRANTING RELIEF FROM THE AUTOMATIC STAY AND CO-DEBTOR STAY</p> <p>1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas interdum neque at felis malesuada sed volutpat arcu dignissim. Cras sit amet urna orci, eget eleifend lorem. Cras nec arcu massa. Integer sed dolor urna, ut suscipit sem. Suspendisse potenti. Mauris vestibulum diam pellentesque enim lacinia tincidunt. Maecenas porta porta rhoncus. Aenean viverra suscipit metus non mattis. Nulla nibh augue, ultrices eget blandit vitae, bibendum quis mi. Aliquam ultricies tincidunt tellus non porta. Maecenas dignissim mattis metus, et aliquet sapien venenatis in. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Quisque convallis volutpat odio, at mollis urna feugiat sit amet. Vivamus ac sapien in dui aliquet tristique at at velit.</p> <p>2. Etiam viverra bibendum nibh. Suspendisse ipsum augue, ullamcorper at elementum eget, porta eu magna. Nullam a tellus at nisi vestibulum mollis id sit amet nibh. Suspendisse sapien massa, pellentesque quis rhoncus nec, tristique non diam. Fusce ligula mauris, laoreet sit amet consectetur ultricies, tempor vitae velit. Curabitur quis leo at purus mollis venenatis. Donec nulla risus, eleifend id rutrum eu, bibendum ac arcu. Morbi in lorem quis augue lacinia tincidunt. Nunc gravida gravida pretium. Curabitur ac elit velit, eu suscipit orci.</p> <p>3. Sed magna mi, sodales in tincidunt ac, egestas a libero. Ut ut arcu ac nisi vestibulum scelerisque eu vitae lorem.</p> <p>4. Donec posuere tempus tristique. Suspendisse eget tortor id elit ultricies pellentesque vitae id nisi. Nam eleifend leo in dui ullamcorper adipiscing.</p> <p>5. Donec gravida placerat nunc, varius tempus purus accumsan id. Nam sed sapien eget lacus suscipit condimentum. Phasellus at dui ut nunc cursus placerat quis non libero. Curabitur facilisis</p>	<p style="text-align: center;">1" Top margin subsequent page(s)</p> <p>varius fermentum. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas.</p> <p>4. Phasellus non orci quis eros interdum tristique a a est. Vivamus non dapibus sapien. Nullam quis elit non odio fermentum volutpat eu eget purus. Maecenas bibendum pulvinar egestas.</p> <p>5. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec ultricies eleifend luctus. Sed enim mod curus tristique.</p> <p>Aliquam dignissim mi accumsan odio egestas molestie ac id ipsum. Integer felis enim, lacinia vitae luctus quis, blandit quis nibh. Sed scelerisque porttitor leo, ac fermentum risus interdum ut. Ut laoreet turpis in lorem consequat volutpat vel quis eros. Donec viverra augue a nulla sagittis ut adipiscing leo mollis. Phasellus facilisis fringilla quam non varius. Pellentesque tempus tincidunt neque in dictum. In diam velit fermentum id ultricies et, congue ac sem. Quisque aliquet justo non mi iaculis bibendum.</p> <p>Sed a suscipit ipsum. Nulla dui nibh, viverra a accumsan id, convallis sed diam. Fusce libero dolor, venenatis eu auctor ut, ultricies quis nisi. Ut felis dolor, malesuada cursus mattis vel, condimentum id libero. In vel eleifend elit. Sed gravida nisi lacus. Integer egestas libero nec eros sollicitudin tincidunt. Nullam tincidunt lobortis vestibulum. Suspendisse mi erat, ornare vitae ornare vitae, porttitor sit amet ligula. Donec luctus adipiscing sem, quis congue massa vulputate et.</p> <p style="text-align: center;">##END OF ORDER##</p> <p>Approved:</p> <p>(Signature of attorney) Attorney's Name Attorney for Creditor</p> <p>(Signature of attorney) Attorney's Name Attorney for Debtor</p> <p>(Signature of trustee) Trustee's Name</p> <p>Submitted by:</p> <p>Attorney Name, Bar Id Address City, State, Zip Telephone Number email</p> <p style="text-align: center;">Include text to indicate end of the order.</p>
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Trustee Order Upload Options

***Single Order Upload:** Proposed orders related to a document / pleading filed in a case.

Batch Order Upload: Proposed orders having the same order type, description and hearing date *(if applicable)*.

Sua Sponte Order Upload: Proposed orders not related to document / pleading filed in a case.

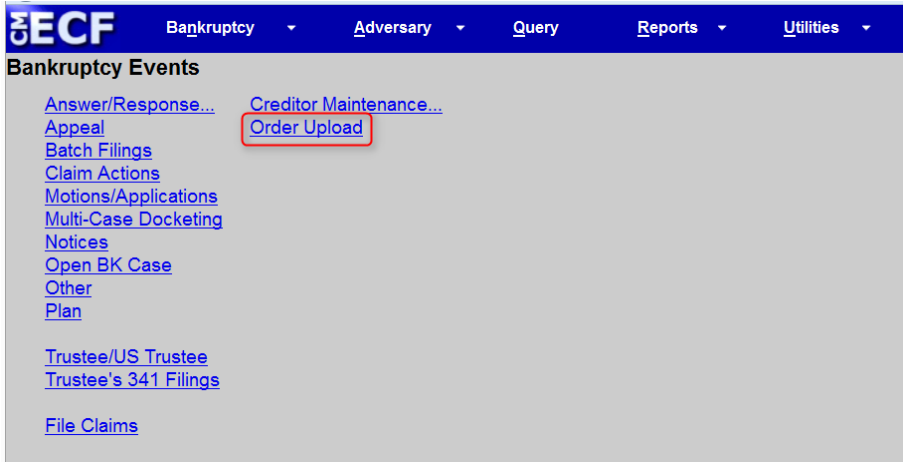
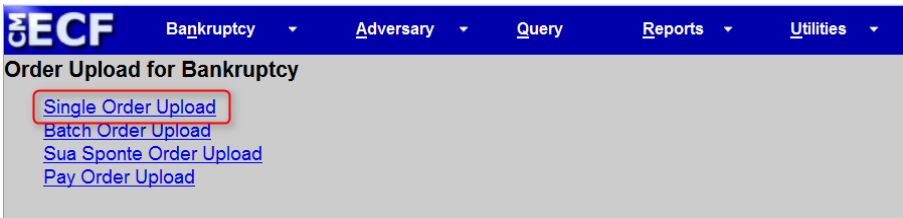
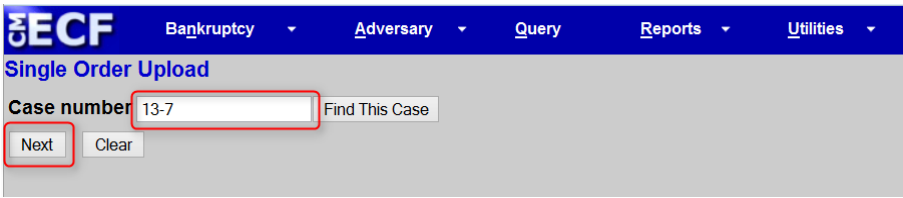
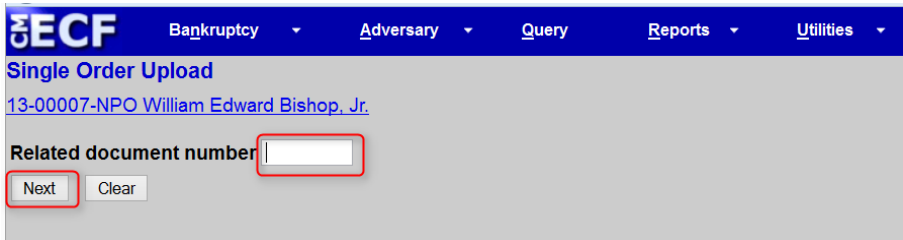
Pay Order Upload: Wage Orders.

*Use **Single Order** process when the proposed order is the final order concluding litigation filed in a case.

Use **Sua Sponte Order** process when a proposed order relates to litigation filed in a case, but is not the final order.

Single Order Upload

- Available under **Bankruptcy** and **Adversary** menus.
- Requires the proposed order be related to a matter/pleading filed in a case.
- Use when the proposed order is the final order concluding a related matter/pleading filed in a case

<p>1.</p> <p>Select Bankruptcy > Order Upload</p> <p>Adversary proceeding select Adversary > Order Upload</p>	
<p>2.</p> <p>Select Single Order Upload</p>	
<p>3.</p> <p>Input case number; click Next</p>	
<p>4a.</p> <p>*Input related document number; click Next.</p> <p><i>*If unknown leave blank</i></p>	

4b.

A related document number is required. The search screen displays when Step 4a is blank.

*Select a document category; click **Next**

**If the category is unknown select all categories.*

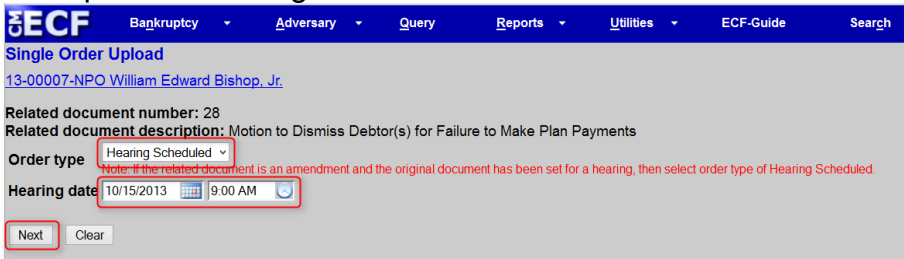
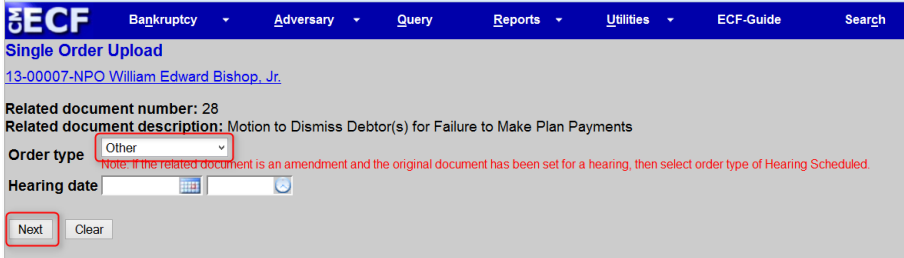
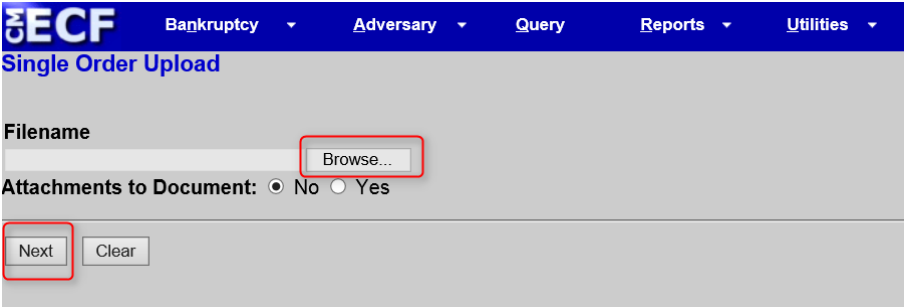


4c.

*Check the box next to the related document; click **Next**

**Select one entry.*



<p>5.</p> <p>Select Order type</p> <p>Input a hearing date and time when the Order type is <i>Hearing Scheduled or Hearing Held</i></p> <p>Click Next</p>	<p>Example with hearing information</p>  <p>Example without hearing information</p> 
<p>Order types</p>	<p>Agreed Order – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Hearing Held – Proposed order resulting from a previous hearing.</p> <p>Hearing Scheduled – Proposed order requiring a hearing.</p> <p>Other – Any other type of proposed order.</p>
<p>6.</p> <p>Click Browse to attach proposed order; click Next.</p> <p><i>*Do not upload attachments</i></p>	

7.

The order upload confirmation screen displays the **Order Id #** assigned to the proposed order.

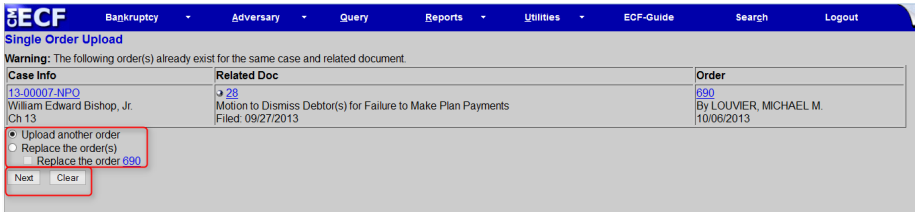
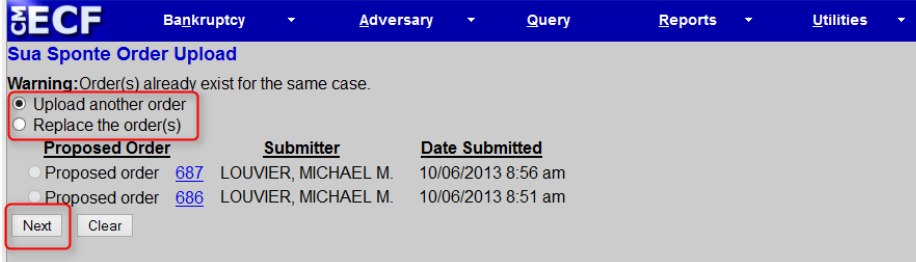
To view the proposed order click the order ID number.

To upload another order click **Upload another order?**

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, and Utilities, each with a dropdown arrow. Below the navigation bar is a grey header area with the title "Single Order Upload". The main content area is white and contains the following information: a case number "13-00007-NPO William Edward Bishop, Jr." with a blue link; a confirmation message "The new document SampleDocument.pdf was uploaded successfully on 9/27/2013 at 3:09 PM"; the "Order type: Other" with the same case number link; the "Related document number: 28"; the "Related document description: Motion to Dismiss Debtor(s) for Failure to Make Plan Payments"; the "Order ID: 683" which is highlighted with a red rectangular box; and a button labeled "Upload another order?" which is also highlighted with a red rectangular box.

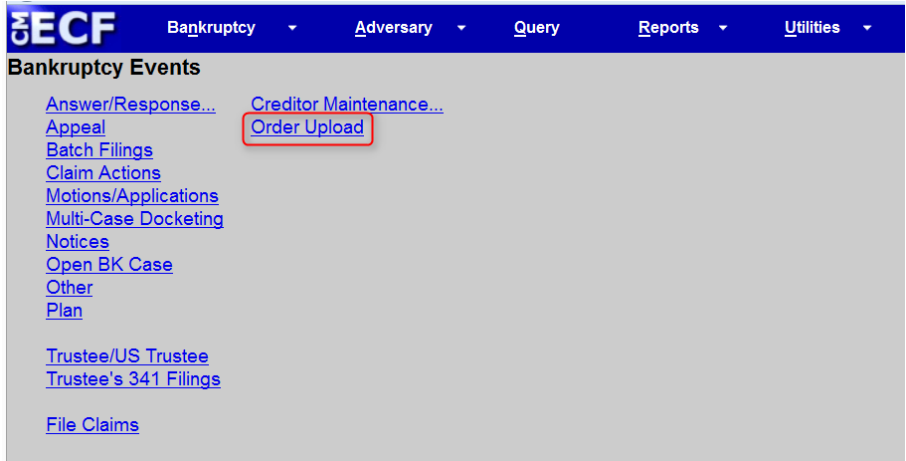
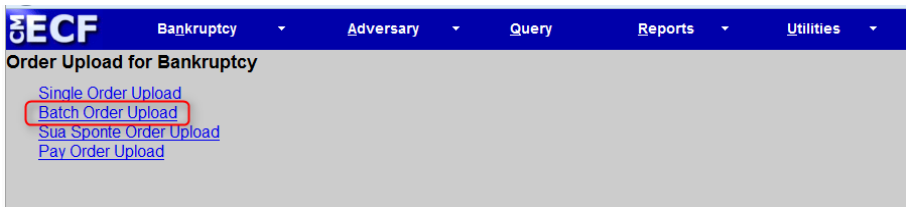
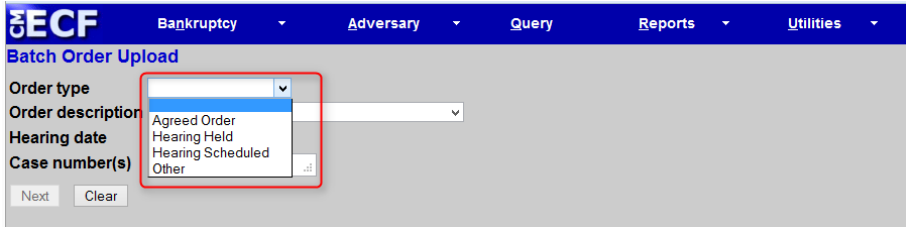
Replacing or Uploading an Additional Order

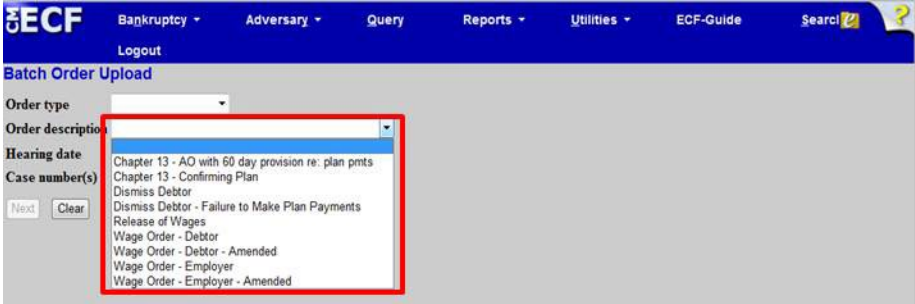
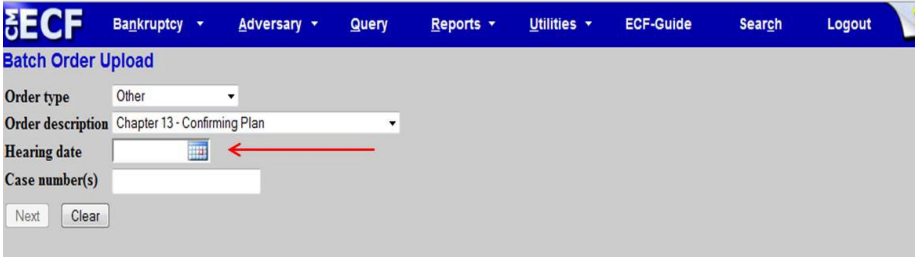
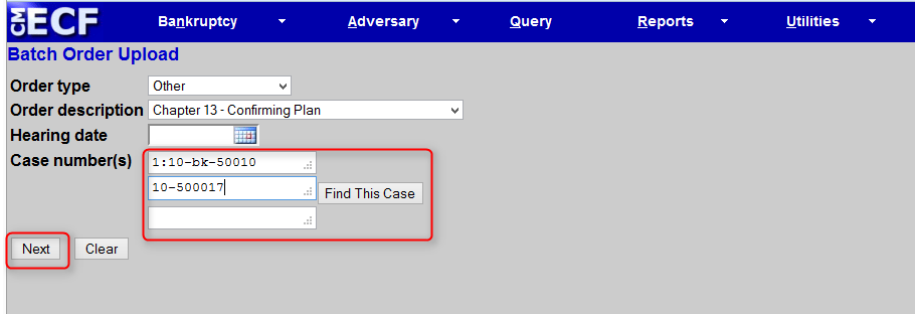
Occasionally you may need to replace a proposed order or submit a second order. The replacement and add another order process is similar to the standard upload process with an additional step outlined below.

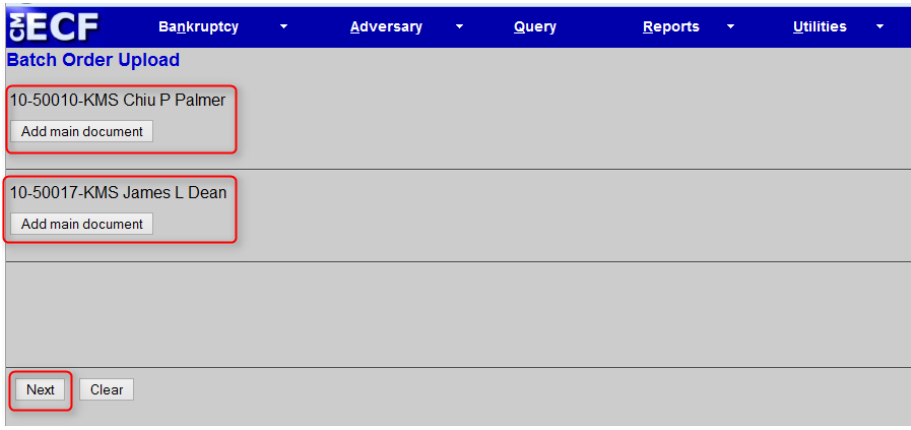
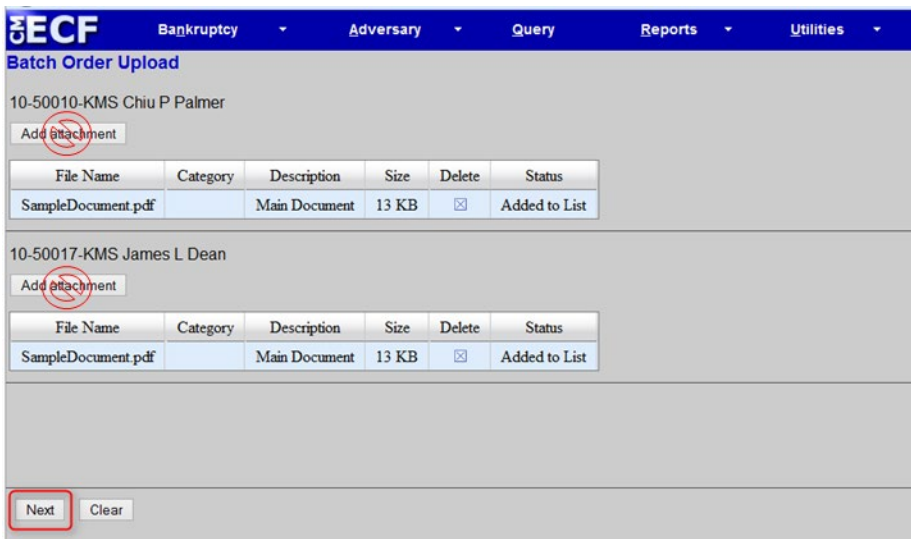
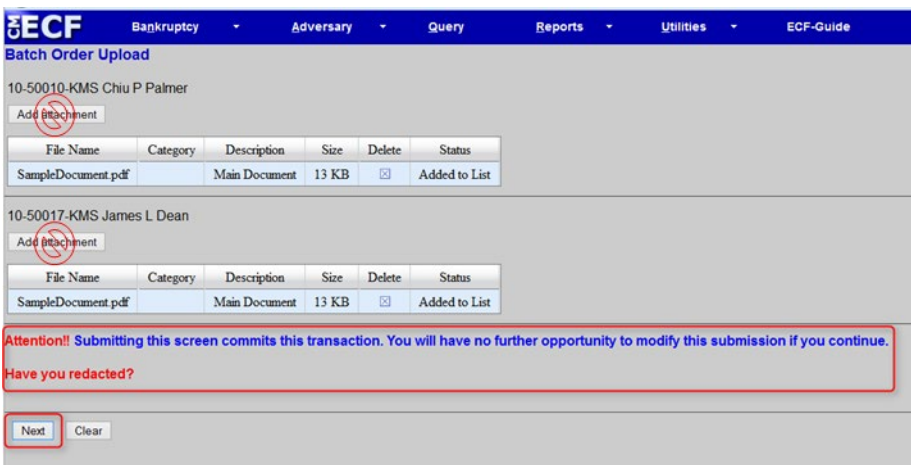
<p><u>Single Order Upload</u></p>	<p>After the related docket entry is selected (Step 4 above) and when a proposed order already exists related to the same entry, the screen below displays.</p>
<p>Select Upload another order or Replace the order(s) selecting proposed order(s) to replace; click Next</p>	
<p><u>Sua Sponte Order Upload</u></p>	<p>The below screen displays after inputting the case number. Although the <i>Upload another order</i> and <i>Replace the order(s)</i> look slightly different, the basic operation is the same.</p>
<p>Select Upload another order or Replace the order(s) selecting proposed order(s) to replace; click Next</p>	

Batch Order Upload

- Available under **Bankruptcy** menu.
- Used to submit proposed orders having the same:
 - Order type
 - Order description
 - Hearing Date *(if applicable)*

<p>1.</p> <p>Select Bankruptcy > Order Upload</p>	 <p>The screenshot shows the ECF Bankruptcy Events menu. The 'Order Upload' link is highlighted with a red box. Other links visible include Answer/Response..., Creditor Maintenance..., Appeal, Batch Filings, Claim Actions, Motions/Applications, Multi-Case Docketing, Notices, Open BK Case, Other, Plan, Trustee/US Trustee, Trustee's 341 Filings, and File Claims.</p>
<p>2.</p> <p>Select Batch Order Upload</p>	 <p>The screenshot shows the ECF Order Upload for Bankruptcy page. The 'Batch Order Upload' link is highlighted with a red box. Other links visible include Single Order Upload, Sua Sponte Order Upload, and Pay Order Upload.</p>
<p>3a.</p> <p>Select Order type</p>	 <p>The screenshot shows the ECF Batch Order Upload form. The 'Order type' dropdown menu is open, showing options: Agreed Order, Hearing Held, Hearing Scheduled, and Other. The 'Order description' field is also visible. The 'Hearing date' and 'Case number(s)' fields are at the bottom, along with 'Next' and 'Clear' buttons.</p>

<p>Order Types</p>	<p>Agreed Order – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Hearing Held – Proposed order resulting from a previous hearing.</p> <p>Hearing Scheduled – Proposed order requiring a hearing.</p> <p>Other – Any other type of proposed order.</p>
<p>3b.</p> <p>Select Order description</p>	
<p>3c.</p> <p>Input Hearing date (if applicable)</p>	
<p>3d.</p> <p>Input case numbers; click Next</p>	

<p>4a.</p> <p>Click Add main document to browse and upload the proposed order.</p> <p>Repeat step for each case</p>	
<p>4b.</p> <p>After all proposed orders are uploaded, click Next</p> <p><i>*Do not upload attachments</i></p>	
<p>4c.</p> <p>Redaction warning displays; click Next</p>	

5.

Order upload confirmation screen displays **Order Id #** assigned to each proposed order.

To view the proposed order click the order ID number.

To upload another order click **Upload another order?**

ECF Bankruptcy Adversary Query Reports Utilities

Batch Order Upload

The following orders were uploaded successfully on 10/6/2013 at 11:32 AM
Order type: Other
Order description: Chapter 13 - Confirming Plan

[10-50010-KMS Chiu P Palmer Debtor dismissed 05/30/2013](#)

File Name	Description	Size	Order Id
SampleDocument.pdf	Main Document	0KB	691

[10-50017-KMS James L Dean](#)

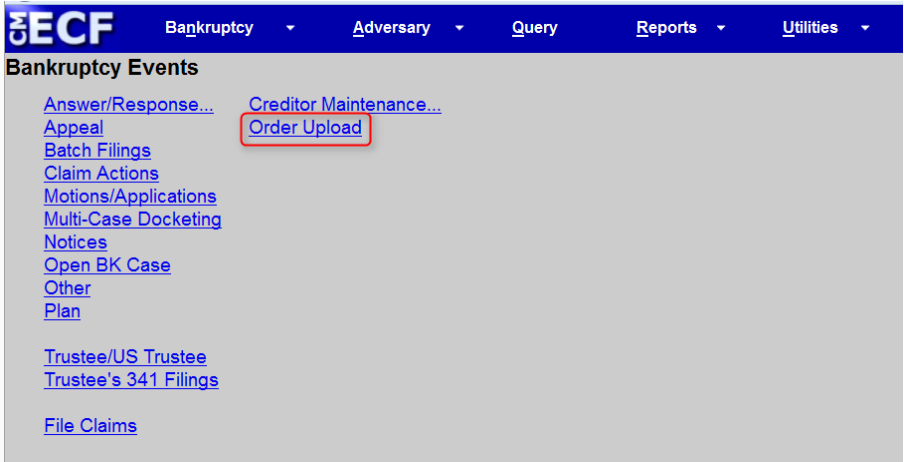

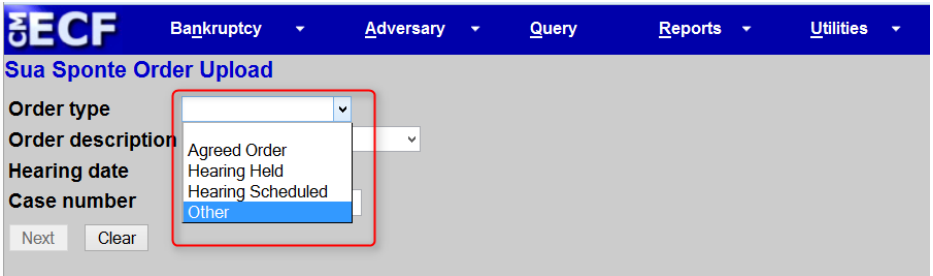
File Name	Description	Size	Order Id
SampleDocument.pdf	Main Document	0KB	692

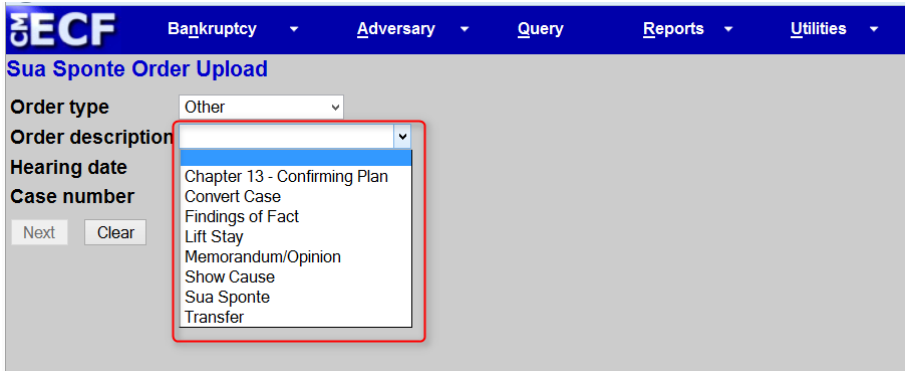
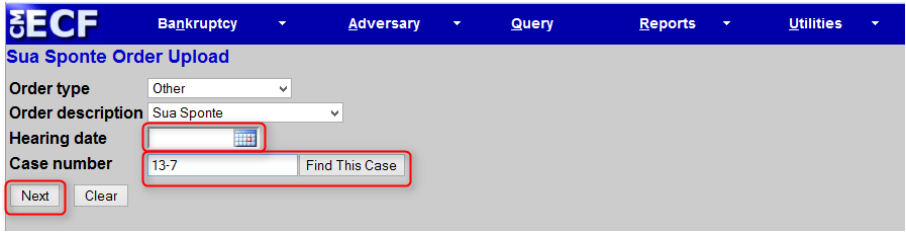

[Upload another order?](#)

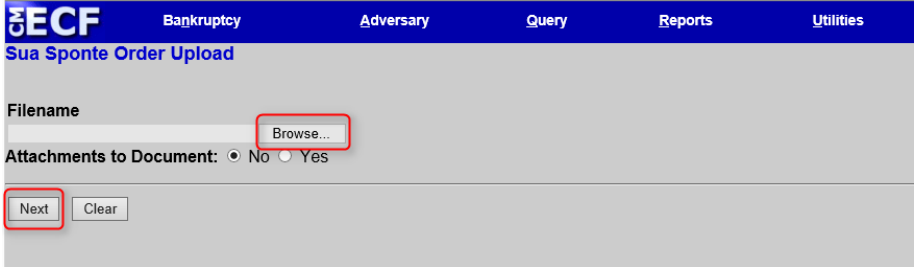
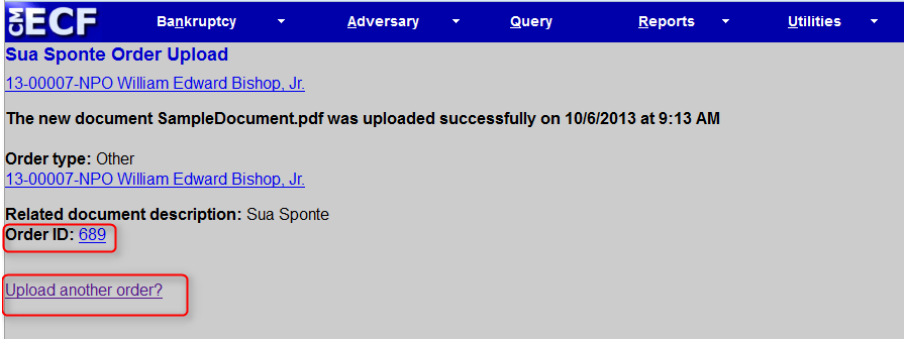
Sua Sponte Order Upload

Available under **Bankruptcy** and **Adversary** menus.

The proposed order does not relate to a document/pleading filed in the case or the proposed order relates to a document/pleading filed in a case but is not the final order concluding the proceeding.

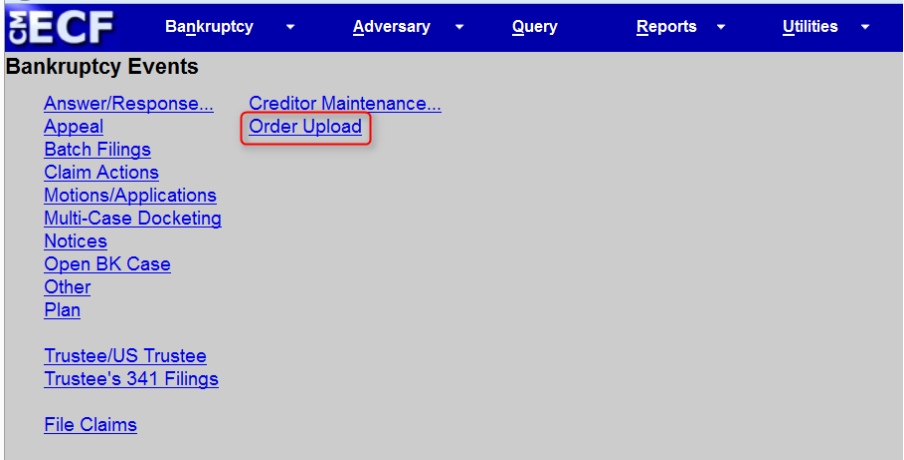
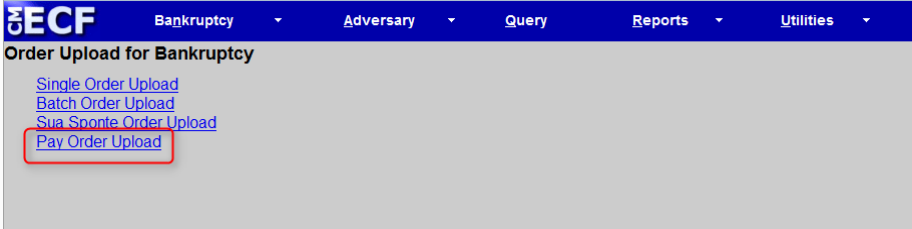
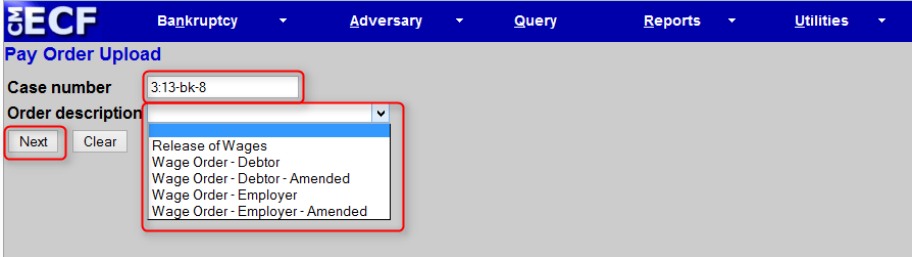
1. Select Bankruptcy > Order Upload Adversary proceeding select Adversary > Order Upload	
2. Select Sua Sponte Order Upload	
3a. Select Order type	

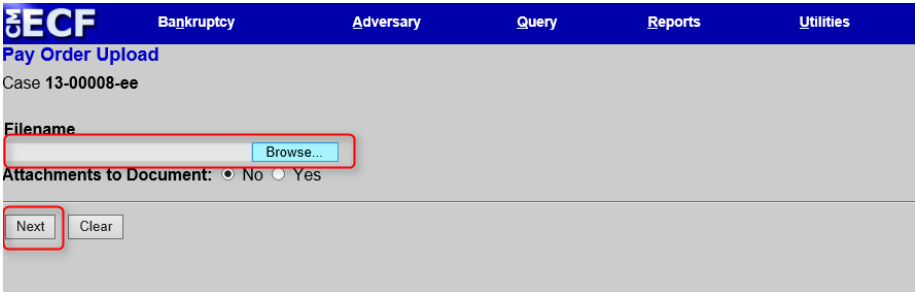
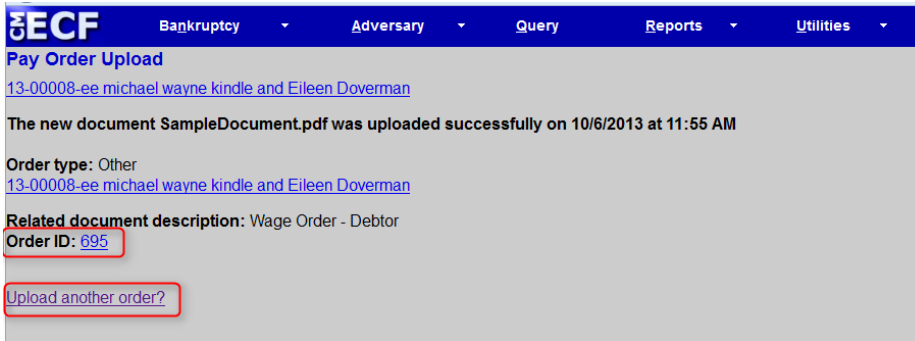
<p>Order types</p>	<p>Agreed Order – Proposed order signed by all parties and a hearing was not scheduled or held.</p> <p>Hearing Held – Proposed order resulting from a previous hearing.</p> <p>Hearing Scheduled – Proposed order requiring a hearing.</p> <p>Other – Any other type of proposed order.</p>
<p>3b.</p> <p>Select Order Description</p>	
<p>3c.</p> <p>Input hearing date <i>(if applicable)</i></p> <p>Input case number; click Next</p>	
<p>4.</p> <p>Click Next</p>	

<p>5.</p> <p>Click Browse to attach proposed order; click Next</p> <p><i>*Do not upload attachments</i></p>	
<p>6.</p> <p>The order upload confirmation screen displays with the Order ID # assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To upload another order click Upload another order?</p>	

Pay Order Upload


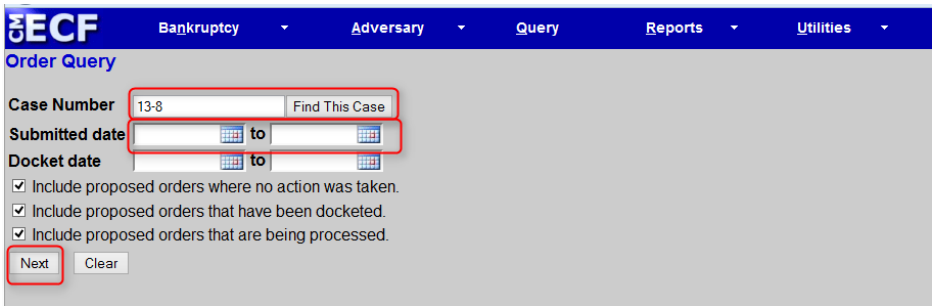
- Available under Bankruptcy menu.
- Used to submit wage orders and release of wages.

1. Select Bankruptcy > Order Upload	 <p>The screenshot shows the ECF Bankruptcy Events menu. The 'Order Upload' link is highlighted with a red box. Other links include Answer/Response..., Creditor Maintenance..., Appeal, Batch Filings, Claim Actions, Motions/Applications, Multi-Case Docketing, Notices, Open BK Case, Other, Plan, Trustee/US Trustee, Trustee's 341 Filings, and File Claims.</p>
2. Select Pay Order Upload	 <p>The screenshot shows the ECF Order Upload for Bankruptcy menu. The 'Pay Order Upload' link is highlighted with a red box. Other links include Single Order Upload, Batch Order Upload, Sua Sponte Order Upload, and Pay Order Upload.</p>
3. Input case number Select Order description ; click Next	 <p>The screenshot shows the ECF Pay Order Upload form. The 'Case number' field is highlighted with a red box and contains the text '3:13-bk-8'. The 'Order description' dropdown menu is also highlighted with a red box and shows a list of options: Release of Wages, Wage Order - Debtor, Wage Order - Debtor - Amended, Wage Order - Employer, Wage Order - Employer - Amended, and Wage Order - Employer - Amended. The 'Next' button is highlighted with a red box.</p>

<p>Order Descriptions</p>	<p>Release of Wages</p> <p>Wage Order – Debtor (Order directing debtor to make payments to trustee)</p> <p>Wage Order – Debtor – Amended (Amended order directing debtor to make payments to trustee)</p> <p>Wage Order – Employer (Order directing debtor's employer to deduct payment from wages)</p> <p>Wage Order – Employer – Amended (Amended Order directing debtor's employer to deduct payment from wages)</p>
<p>4.</p> <p>Click Browse to attach proposed order; click Next</p> <p><i>*Do not upload attachments</i></p>	
<p>5.</p> <p>The order upload confirmation screen displays Order ID # assigned to the proposed order.</p> <p>To view the proposed order click the order ID number.</p> <p>To submit another order, click Upload another order?</p>	

Proposed Order Status

The *Order Query* report is used to check the status of a proposed order uploaded to ECF. Note: The status report displays proposed orders uploaded by the specific ECF user generating the report.

<p>Select Reports > Order Query</p>	 <p>The screenshot shows the ECF web interface. At the top is a navigation bar with 'Bankruptcy', 'Adversary', 'Query', 'Reports', and 'Utilities' dropdown menus. Below this is a 'Reports' section with a list of links: 'Cases', 'Claims Register', 'Docket Report', 'Calendar Events', 'Docket Activity', 'List of Creditors', and 'Order Query'. The 'Order Query' link is highlighted with a red rectangular box.</p>
<p>Criteria Options:</p> <ul style="list-style-type: none"> • Case Number • Submitted date range • Docket date range <p>Select options; click Next</p>	 <p>The screenshot shows the 'Order Query' search form. It includes fields for 'Case Number' (with '13-8' entered), 'Submitted date' range, and 'Docket date' range. There are 'Find This Case' and 'Next' buttons. Below the date ranges are three checked checkboxes: 'Include proposed orders where no action was taken.', 'Include proposed orders that have been docketed.', and 'Include proposed orders that are being processed.' The 'Next' button is highlighted with a red rectangular box.</p>
<p>Order Query Options:</p>	<p>Include proposed orders where no action was taken - displays replaced or rejected orders.</p> <p>Include proposed orders that have been docketed - displays orders that were signed and docketed.</p> <p>Include proposed order that are being processed - displays submitted orders awaiting review or signature and entry.</p>

Report Information:

Case Number
Related Document
Order ID #
Order Type

Order Description
Date uploaded
Name of Submitter
Status

<div> <div>ECF</div> <div> <div>Bankruptcy</div> <div>Adversary</div> <div>Query</div> <div>Reports</div> <div>Utilities</div> <div>ECF-Guide</div> <div>Search</div> <div>Logout</div> </div> </div>								
<div> <div>Show: 10</div> <div>all</div> <div>Refresh</div> </div>								
<div> <div><<</div> <div>></div> <div>Jump to line</div> <div>of 30</div> </div>								
Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x	
1 08-00005-ee Wendy Smith	15	476	Suspense (21-day obj)	Motion to Increase/Decrease Payment Into Plan	04/25/2013	Henley, James L. Jr.	Docketed 2013-10-19 10:02:56	
2 11-00036-NPO Fred K. C. Price		548	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Docketed 2013-10-21 09:51:31	
3 11-00199-ee Henry Bennett		550	Other	Wage Order - Amended	05/14/2013	Henley, James L. Jr.	No Action Taken 10/21/2013	
4 11-00211-ee Angelica Brown		549	Other	Release of Wages	05/14/2013	Henley, James L. Jr.	Being Processed	
5 12-00001-ee MACK KENNINGTON, JR and Mary J Kennington		345	Other	Wage Order - Amended	04/02/2013	Henley, James L. Jr.	Docketed 2013-04-09 10:21:40	
6 12-00004-ee ALICE MARCELLA BROWN		553	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:22:31	
7 12-00004-ee ALICE MARCELLA BROWN		593	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	Docketed 2013-05-16 11:48:18	
8 12-00009-ee Almeia Bolden Woods		552	Other	Wage Order	05/14/2013	Henley, James L. Jr.	Docketed 2013-05-16 09:23:03	
9 12-00108-ee DORIS ANN COLEMAN		592	Other	Wage Order - Amended	05/16/2013	Henley, James L. Jr.	No Action Taken 10/21/2013	
10 12-00108-ee DORIS ANN COLEMAN		610	Other	Chapter 13 - Confirming Plan	05/17/2013	Henley, James L. Jr.	Docketed 2013-05-17 12:36:59	

Status Categories:

- Being Processed
- Docketed
- No Action taken

Status x
Docketed 2013-10-19 10:02:56
Docketed 2013-10-21 09:51:31
No Action Taken 10/21/2013
Being Processed
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No Action Taken 10/21/2013
Docketed 2013-05-17 12:36:59

Resubmission Notification

When a new or revised proposed order is required the ECF system will generate an email to the individual that uploaded the proposed order to the ECF system. The resubmission notification is emailed the individual's ECF **primary** email address associated with his/her ECF user account.

Important: Any secondary email address associated with the ECF user's account **will not** receive resubmission email notifications.

As with all emails from the Court, ECF users are responsible for monitoring resubmission notifications; expeditiously taking action to satisfy the request; and making certain deadlines for submitting proposed orders are not ignored.

