



E-ORDERS GUIDELINES

Effective: August 1, 2026

Beginning August 1, 2026, the Court will require attorneys to electronically submit proposed orders using the E-Orders Program within CM/ECF pursuant to the following guidelines:

1. Attorneys certified in CM/ECF shall submit their proposed order using the order upload event found in both the Bankruptcy and Adversary categories of CM/ECF.
3. All federal and local rules shall apply to the format of the proposed order except as provided by these guidelines.
4. Proposed orders shall be submitted in Portable Document Format (PDF) only.
5. Proposed orders shall have text that is double-spaced.
6. The top margin of the first page of the proposed order must be four (4) inches from the top of the page. All other pages of the proposed order will have a top margin of one (1) inch (*See attached template*).
7. The last sentence of the order must state: “The movant shall effectuate service of the order as required by rule or statute.
8. The LAST LINE in the order must consist of three (3) pound symbols (###) centered in the middle of the page to indicate that the order is completed. (*See attached template*).
9. Do not include a signature block for the judge. The judge’s electronic signature will be affixed within the four-inch top margin on the first page.
10. Proposed orders shall conform to Local Rule 9004-1 regarding caption information, case style, case number, and appearance.
11. The title of each proposed order shall contain the disposition of the motion and should completely match the title of the related motion. Use the following disposition terminology:
 - Motions and applications are *granted* or *denied*.
 - Objections are *sustained* or *overruled*.

- Claims are *allowed* or *disallowed (in whole or in part)*.
- Agreed entries are *approved*.

12. The body of the proposed order should contain the name of the motion or document to which the order is related in addition to the ECF document number.

Examples:

- “This matter came before the Court on Creditor ABC Bank’s Motion to Dismiss Case ECF No. 51.”
- “This matter came before the Court on the Motion to Dismiss Case filed by ABC Bank on June 22, 2026, ECF No. 51.”

13. Items **not** to include in the body of the proposed order:

- Do **not** include “submitted by” information.
- Do **not** include a distribution list.
- Do **not** include factual findings UNLESS otherwise directed by the Court
- Do **not** include any language regarding adequacy of findings referencing service of the Motion.
- Do **not** award relief in the Order that was not requested in the Motion.
- Do **not** provide a history of the case.

14. At end of the proposed order, after the three (3) pound symbols (# # #), the attorney signature block should be listed, left justified. This block shall include the name of the attorney responsible for the proposed order, name of the attorney’s law firm (if any), the attorney’s Bar Number, mailing address, phone number, email address, fax number (if desired), and the name of represented party, pursuant to Local Rule 9004-1(C).

15. The moving party shall maintain the original signed order as required by Local Rule 9011-1 and the CM/ECF Administrative Guide of Policies & Procedures of this Court.

16. Proposed orders submitted to the Court that are not in compliance with these guidelines will be returned to the submitting party as defective via email. Proposed orders also may be returned to the submitting attorney by the judge for modification or revision.

17. Attorneys will receive a Notice of Electronic Filing after the order is signed by the judge and docketed in the case.

18. Attorneys must maintain current address and email address information with PACER and submit any changes through PACER, per the CM/ECF Administrative Guide of Policies & Procedures, Section IV Registration. Attorneys who fail to keep their email address current with the Court will not receive Notices of Electronic Filing (NEF) from the Court.

19. Questions regarding E-Orders should be directed to the Clerk’s Office at (918) 699-4000.

(Leave a 4-inch margin **on first page only** for signature by Judge)

**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA**

IN RE:

DEBTOR(S)

Case No: _____

Chapter: _____

ORDER

[Titles of orders must contain a description of the relief being granted.]

*[Insert text of order containing **specific information related to the relief requested**.
Orders must Certify to the Court: the date and manner of service of the request for relief
and the persons and entities upon whom service was made; the applicable response period
and the date of its expiration; and the lack of any timely response.]*

The Movant shall effectuate service of the order as required by rule or statute.

#

Approved for Entry:

s/_____
Attorney Name - Bar Number
Address
Telephone Number
Fax Number
Email address
Counsel for _____

NOTE: This is a template for an electronic order to be filed in a bankruptcy case. The caption for an order to be filed in an adversary proceeding must include both the bankruptcy case and adversary case numbers and style.