



E-ORDERS USERS' GUIDE

1. Introduction

This User's Guide explains the functionality of the E-Orders application for both internal and external users. Each section corresponds to a major component of the E-Orders application and provides the user with instructions for using the program. All instructions are written assuming the user has already logged in to the CM/ECF Application.

E-Orders is a web-based application developed for electronically submitting, routing, reviewing, signing, and docketing orders. It is fully integrated with the CM/ECF system and allows attorneys and trustees to submit orders electronically and provides judges and court staff with the ability to process and sign these orders. The major benefits of this integration are that attorneys using CM/ECF do not have to learn new software to submit orders to the court and court staff can process motions and orders with the same program. The E-Orders program requires a minimal amount of new data entry since it can access most of the pertinent case related information (case title, related document, description, etc.) from the CM/ECF database.

The program is designed to be flexible so that **courts** can use its many features in a variety of ways. For example:

- Access to incoming orders can be easily configured, as well as the number and types of folders where the orders are routed (placed).
- The application has features such as adding notes to alert the judge about problems or simple reminders. It allows selection of the type of orders to review or sign.

- Security features provide levels of access to authorized users and ultimately to prevent anyone but the judge from electronically signing the orders.
- A feature allows judges to consider and sign orders when covering for a fellow judge.

Signing orders is only one of the options available to the judge once an order has been forwarded to them. The judge can decide to deny the relief; when this occurs, the application places a customized digital stamp on the order along with the judge's electronic signature. This feature is flexible enough to allow the judge to have multiple individualized digital stamps. The judge also can decide not to sign an order, attach an edited note to it, and electronically route it back to a judicial assistant, law clerk, or courtroom deputy for further action.

E-Orders has the ability to upload, route, and sign orders in batches. Chapter 13 trustees can upload a number of standard orders in batch. Court staff can review and route these orders in batch to the judge for signature. The judge can then decide to sign these orders in batch. This can be a tremendous savings in time and effort.

2. E-Order Process Overview

The E-Orders application enables order processing from the submission of a proposed order, to review, and signing of the order. The process in each court may vary, but the system is flexible enough to accommodate variations. An application administrator establishes and maintains the user accounts, security, and access to the system. The basic process is:

- Proposed orders are uploaded into E-Orders by either internal or external users.
- Uploaded orders are electronically routed and reviewed by the necessary staff.
- Once the order is ready for signature, it is electronically routed to the judge who can sign the order electronically.
- After the order is signed, it is manually docketed by court personnel.

3. Uploading Orders

3.1. Overview

Uploading proposed orders into the E-Orders application begins the process. **All orders must be converted to PDF format before uploading.** Orders can be uploaded in both bankruptcy cases and adversary proceedings. The orders must be associated with a specific case and related document except for batch and *sua sponte* orders, which cannot be associated with a document. Orders can be uploaded by attorneys, trustees, and court staff. Attorneys can only upload orders one at a time. Chapter 13 trustees and court users can upload orders one at a time and in batches. *Sua sponte* orders can only be uploaded by chambers users.

3.2. Uploading Orders Related to Bankruptcy Case

To upload a proposed order related to a bankruptcy case:

- Click **Bankruptcy** on the CM/ECF Main Menu bar. The **Bankruptcy Events** screen appears (see Fig. 3.2-1);



Fig. 3.2-1

- Click **Order Upload**

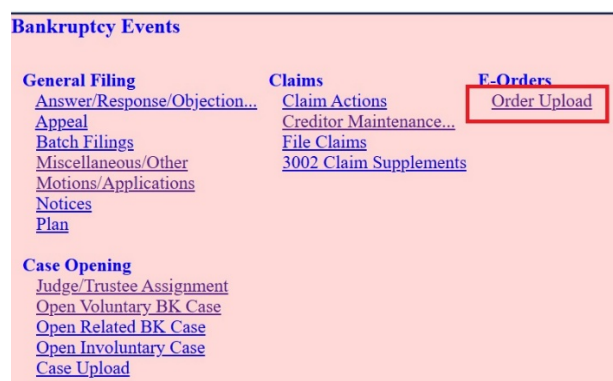


Fig. 3.2-2

- Click **Single Order Upload** screen appears (see Fig. 3.2-3 for Attorney version).



Fig. 3.2-3

The **Single Order Upload** selection permits a user to upload one order at a time. This is the **only** selection available to attorney filers.

- Click **Single Order Upload** and the **Enter Case Number** screen appears (see Fig. 3.2-4).

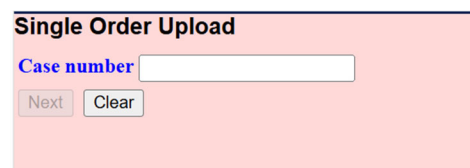
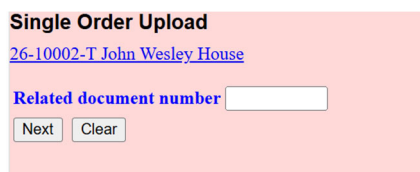


Fig. 3.2-4

Type the case number of the bankruptcy case.

- Click **Next** and the **Related Document Number** screen appears (see Fig. 3.2-5).



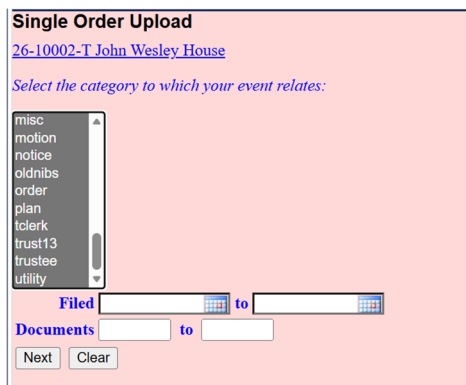
Single Order Upload
[26-10002-T John Wesley House](#)
 Related document number

Fig. 3.2-5

Type the document number of the docket entry to which the proposed order is related (i.e. motion) in the space provided.

If you do not have the document number for your related document, just Click **Next**.

This screen will allow you to search for your related document. You can select a category or highlight all categories (see Fig. 3.2-6)

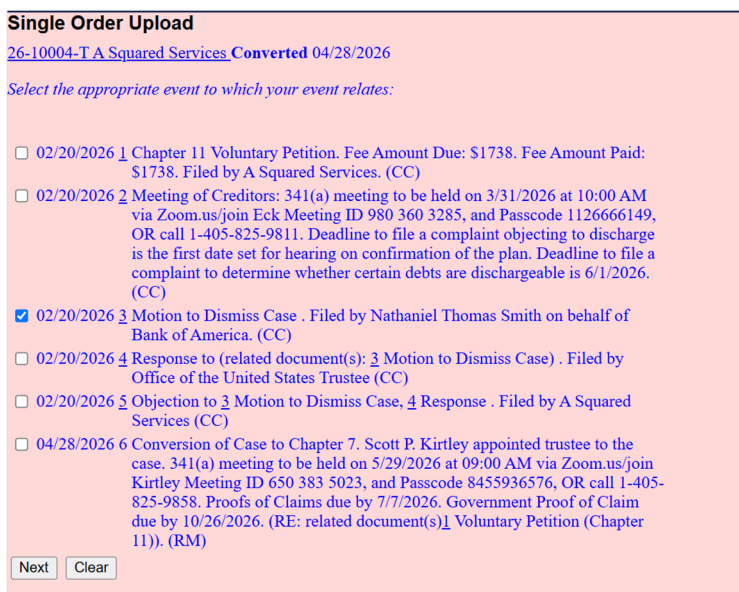


Single Order Upload
[26-10002-T John Wesley House](#)
 Select the category to which your event relates:
 misc
 motion
 notice
 oldnibs
 order
 plan
 tclerk
 trust13
 trustee
 utility
 Filed to
 Documents to

Fig. 3.2-6

- Click **Next**.

The next screen will give you a list of documents, please select the document that the Order should be related to (see Fig. 3.2-7)



Single Order Upload
[26-10004-T A Squared Services Converted 04/28/2026](#)
 Select the appropriate event to which your event relates:
☐ 02/20/2026 1 Chapter 11 Voluntary Petition. Fee Amount Due: \$1738. Fee Amount Paid: \$1738. Filed by A Squared Services. (CC)
☐ 02/20/2026 2 Meeting of Creditors: 341(a) meeting to be held on 3/31/2026 at 10:00 AM via Zoom.us/join Eck Meeting ID 980 360 3285, and Passcode 1126666149, OR call 1-405-825-9811. Deadline to file a complaint objecting to discharge is the first date set for hearing on confirmation of the plan. Deadline to file a complaint to determine whether certain debts are dischargeable is 6/1/2026. (CC)
☒ 02/20/2026 3 Motion to Dismiss Case . Filed by Nathaniel Thomas Smith on behalf of Bank of America. (CC)
☐ 02/20/2026 4 Response to (related document(s): 3 Motion to Dismiss Case) . Filed by Office of the United States Trustee (CC)
☐ 02/20/2026 5 Objection to 3 Motion to Dismiss Case, 4 Response . Filed by A Squared Services (CC)
☐ 04/28/2026 6 Conversion of Case to Chapter 7. Scott P. Kirtley appointed trustee to the case. 341(a) meeting to be held on 5/29/2026 at 09:00 AM via Zoom.us/join Kirtley Meeting ID 650 383 5023, and Passcode 8455936576, OR call 1-405-825-9858. Proofs of Claims due by 7/7/2026. Government Proof of Claim due by 10/26/2026. (RE: related document(s)1 Voluntary Petition (Chapter 11)). (RM)

Fig. 3.2-7

- Click **Next**. The **Single Order Upload** screen appears (see Fig. 3.2-8).

Fig. 3.2-8

- Select an **Order Type** from the dropdown menu. (see Fig. 3.2-9). The **Order Type** selections are:

Ex Parte

CA Prepared (court use only)

Expedited

Hearing Held

Hearing Scheduled

Other -this is the most common type to use

- **Bypass** the hearing date. A date entered here is not used by CM/ECF or by CHAP.

Fig. 3.2-9

- Click **Next**. Then select **Choose File** and browse to locate and select the file you wish to upload into CM/ECF (must be in PDF form).

Fig. 3.2-10

Single Order Upload

Filename
 Test Order.pdf

Attachments to Document: ☒ No ☐ Yes

Fig. 3.2-11

- If you have attachments to your order – please mark “Yes”,
- Click **Next**. Then select **Choose File** and browse to locate and select the attachment that you wish to upload into CM/ECF (must be in PDF form). Please choose a **Category** and/or **Description**. Then select **Add to List**.

Single Order Upload

Select one or more attachments.

1) Select the PDF document that contains the attachment.

Filename
 Test PDF.pdf

2) Fill in the fields below.

Category *and/or* **Description**

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Fig. 3.2-12

- Click **Next**. A **Submission Confirmation** screen appears (see Fig. 3.2-13).

Single Order Upload

[26-10002-T John Wesley House](#)

The new document **Test Order.pdf** was uploaded successfully on 7/1/2026 at 9:56 AM

The new document **C:\fakepath\Test PDF.pdf** was uploaded successfully on 7/1/2026 at 9:56 AM

Order type: Other
[26-10002-T John Wesley House](#)

Related document number: 6
Related document description: Motion for Relief From Stay
Order ID: [52](#)

[Do it again](#)

Fig. 3.2-13

- The uploaded PDF may be viewed by clicking the hyperlink.

3.2.2 Upload an Additional Order or Replace an Order

In some instances, an uploaded order may need to be replaced, or a second order uploaded. For example, a judge might direct an attorney to submit a revised order. The attorney submitting the original order can replace it with another order. An order cannot be replaced if the original order has already been routed to the Judge. An attorney cannot replace an order uploaded by another attorney.

- The process of replacing an order or uploading an additional order is essentially the same as the upload process described in section 3.2.1. Follow those steps. After you select the document that your order is related to and click **Next**
- A warning page appears stating that an order(s) exists for this document number. The warning page provides the option to create a new order or replace an existing order (see Fig. 3.2-14).

Case Info	Related Doc	Order
26-10002-T	6	52
John Wesley House	Motion for Relief From Stay	By Jole, TestAttorney
Ch 7	Filed: 03/19/2026	07/01/2026

☒ Upload another order
☐ Replace the order(s)
☐ Replace the order 52

Next Clear

Fig. 3.2-14

- Click the appropriate radio button to select either **Upload another order** or **Replace the current order**.
- If **Replace the order** is chosen, Click the check box next to the order being replaced.
 - Click the PDF hyperlink to review the existing proposed orders to determine the order to be replaced.
 - Multiple boxes may be checked to replace more than one order at a time.

Case Info	Related Doc	Order
26-10002-T	6	52
John Wesley House	Motion for Relief From Stay	By Jole, TestAttorney
Ch 7	Filed: 03/19/2026	07/01/2026

☐ Upload another order
☒ Replace the order(s)
☒ Replace the order 52

Next Clear

Fig. 3.2-15

- Click **Next** after making selections. The **Single Order Upload** screen appears (see Fig. 3.2-8).
- Add the necessary information to complete the upload process as described in section 3.2.1.

3.2.4 Batch Order Upload

Batch Order Upload allows Chapter 13 trustees and court personnel to upload multiple proposed orders at one time. Chapter 13 trustees can only upload orders for cases assigned to them. Every case in a batch will have the same **Order Type** and **Order Description**. A separate proposed order PDF for each case is required.

- After selecting **Order Upload** from the **Bankruptcy Events** menu, select **Batch Order Upload** on the **Upload Type Selection** screen (see Fig. 3.2-16).



Fig. 3.2-16

- Click **Batch Order Upload**. The **Batch Order Upload** screen appears (see Fig.3.2-17).

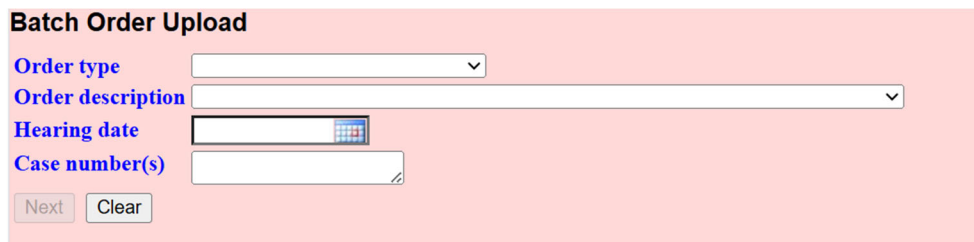


Fig. 3.2-17

- Enter the **Order Type**, **Order Description**, **Hearing Date** (if appropriate), and the **Case Number(s)**.
- The **Order Type** options are the same as those listed in Upload Single.

- The **Order Descriptions** are:

Order Allowing Claim

Order Confirming Chapter 13 Plan

Order Denying Chapter 13 Plan

Order Disallowing Claim

Order Dismissing Claim

Order Withdrawing Chapter 13 Dismissal

Order for Dismissal Chapter 13 Case for Failure to File

Documents

Order for Dismissal Chapter 13 Case for Failure to Make Plan

Payments

Order for Dismissal Chapter 13 Case for Other Reasons

Order on Objection to Claim

Other

- Type the **Case Number(s)** for each order in the format xx-xxxxx. Press [Enter] after each case number to create a list of case numbers.
- The number of cases that can be listed is unlimited, but the recommended number to enter is not more than 50 numbers at a time. If a mistake is made, the entire list must be retyped.
- Click **Next** after typing the case number list. The **Batch Orders PDF Selection** screen appears (see Fig.3.2-18).

Batch Order Upload

25-10012-H Oo-De Lally

Add main document

25-10025-T BILLY WAYNE JONES

Add main document

25-10026-T AMY L. ROGERS

Add main document

Next Clear

Fig. 3.2-18

- Click **Browse** next to each case to locate and select the file and path name of the appropriate proposed order PDF file.
- Click **Next** after attaching all PDF files. A **Confirmation** screen appears (see Fig.3.2-19).

Batch Order Upload

25-10012-H Oo-De Lally

Add attachment

File Name	Category	Description	Size	Delete	Status
Test PDF.pdf		Main Document	45 KB	☒	Added to List

25-10025-T BILLY WAYNE JONES

Add attachment

File Name	Category	Description	Size	Delete	Status
Test PDF.pdf		Main Document	45 KB	☒	Added to List

25-10026-T AMY L. ROGERS

Add attachment

File Name	Category	Description	Size	Delete	Status
Test PDF.pdf		Main Document	45 KB	☒	Added to List

Next Clear

Fig. 3.2-19

- Click **Next** to view the uploaded documents (see Fig.3.2-20).

Batch Order Upload

The following orders were uploaded successfully on 7/1/2026 at 3:54 PM

Order type: Other

Order description: Order to Pay Wages

[25-10012-H Oo-De Lally](#)

File Name	Description	Size	Order Id
Test_PDF.pdf	Main Document	44KB	53

[25-10025-T BILLY WAYNE JONES](#)

File Name	Description	Size	Order Id
Test_PDF.pdf	Main Document	44KB	54

[25-10026-T AMY L. ROGERS](#)

File Name	Description	Size	Order Id
Test_PDF.pdf	Main Document	44KB	55

[Do it again](#)

Fig. 3.2-20

- Click each PDF file hyperlink to view the uploaded order.

3.3. Uploading Orders Related to Adversary Proceedings

The process for uploading orders to adversary proceedings is the same as uploading orders to bankruptcy cases. Users must select **Adversary** on the CM/ECF Main Menu instead of **Bankruptcy**.

4. Order Query (E-Orders)

The **Order Query (E-Orders) Report** is available to all users to check the status of proposed orders. To access, Click the **Order Query (E-Orders)** hypertext link on the **Reports** menu. The **Query Order Status Selection** screen appears.

- Attorneys can only review proposed orders pending in individual cases (See Fig. 4-1).

Reports

Frequently Used

- [Cases](#)
- [Claims Activity](#)
- [Claims Register](#)
- [Docket Activity](#)
- [Docket Report](#)
- [Order Query](#)

Deadlines

- [Deadlines/Hearings](#)

Fees

- [Professional Fees Applied For/Awarded](#)
- [Professional Fees Awarded](#)

Miscellaneous

- [Full-Text Search](#)
- [Judgment Index](#)
- [Mailing Matrix by Case](#)
- [Summary of Activity](#)
- [Written Opinions](#)

Calendar

- [Calendar Events](#)

Fig. 4-1

- Enter the Case number, and any other desired search clues, and click **Next**. (See Fig. 4-2)

Order Query

Case Number

Submitted date **to**

Docket date **to**

☒ Include proposed orders where no action was taken.

☒ Include proposed orders that have been docketed.

☒ Include proposed orders that are being processed.

Fig. 4-2

- Click **Next** an **Order Query (E-Orders) Report** appears (See Fig. 4.-3).

All pending orders that match the search clue(s) are shown in the report. Hypertext links to allow the user to find out more about the pending orders. Click a selection on the CM/ECF Main Menu Bar to exit the report.

	Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
1	25-10012-H Oo-De Lally	4	40	Other	Motion to Allow Claims	06/24/2026	Awtrey, Jole Ann	Being Processed
2	25-10012-H Oo-De Lally	3	41	Other	Motion to Disallow Fees	06/24/2026	Awtrey, Jole Ann	Being Processed
3	25-10012-H Oo-De Lally	5	42	Other	Motion to Extend the Automatic Stay	06/24/2026	Awtrey, Jole Ann	Being Processed
4	25-10012-H Oo-De Lally		53	Other	Order to Pay Wages	07/01/2026	Awtrey, Jole Ann	Being Processed
5	25-10012-H Oo-De Lally		56	Other	Order to Pay Wages	07/01/2026	Awtrey, Jole Ann	Being Processed

Fig. 4-3