

## Filing a Request for Entry of Order

Before reading this, you should be familiar with our local practice on submitting a Request for Entry of Order by reviewing [Local Rules 9013-1 \(B\) and 9072-1](#).

We will be representing a creditor where we have previously filed a Motion for Relief from Stay and Abandonment. The Notice of Opportunity Time has passed with no response from the debtor.

This will go over the screens of how to file a Request for Entry of Order. You will need to verify any information that needs to be redacted is redacted in the Request for Entry of Order. Then please print your Request for Entry of Order document into PDF format (which flattens the document). NOTE: Do not just save the word document as a PDF because that does not flatten the document and may allow for editing to occur.

1. Click on **Bankruptcy**.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**U.S. Bankruptcy Court  
Northern District of Oklahoma  
Official Court Electronic Document Filing System**

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**IMPORTANT:** All filings with the court - including attachments - must comply with Fed. R. Bankr. P. 9037: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers may not appear except as allowed by the rule.

*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials under 18 USC 152 and 3571.*

Welcome to the U.S. Bankruptcy Court for the Northern District of Oklahoma Electronic Document Filing System. This service is for attorneys and firms participating in the electronic filing system.

[Information about viewing PDF files](#)

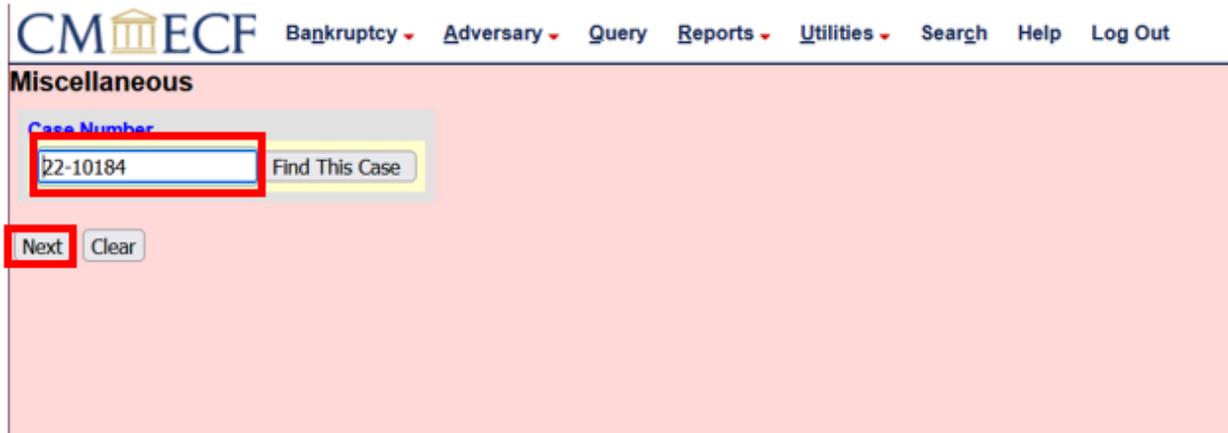
Last login: 12-07-2022 12:56

10 February 2022

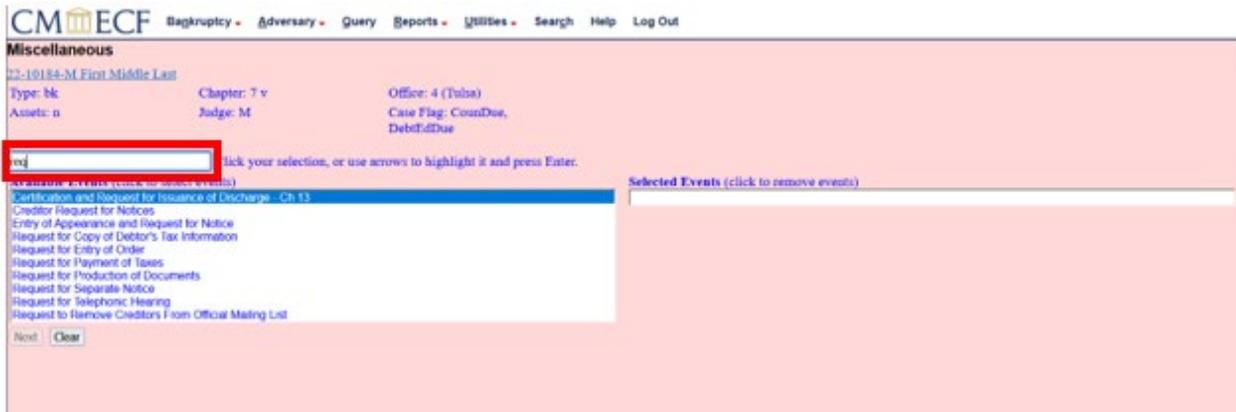
2. Click on **Miscellaneous/Other** in the bankruptcy events screen to file a Request for Entry of Order.



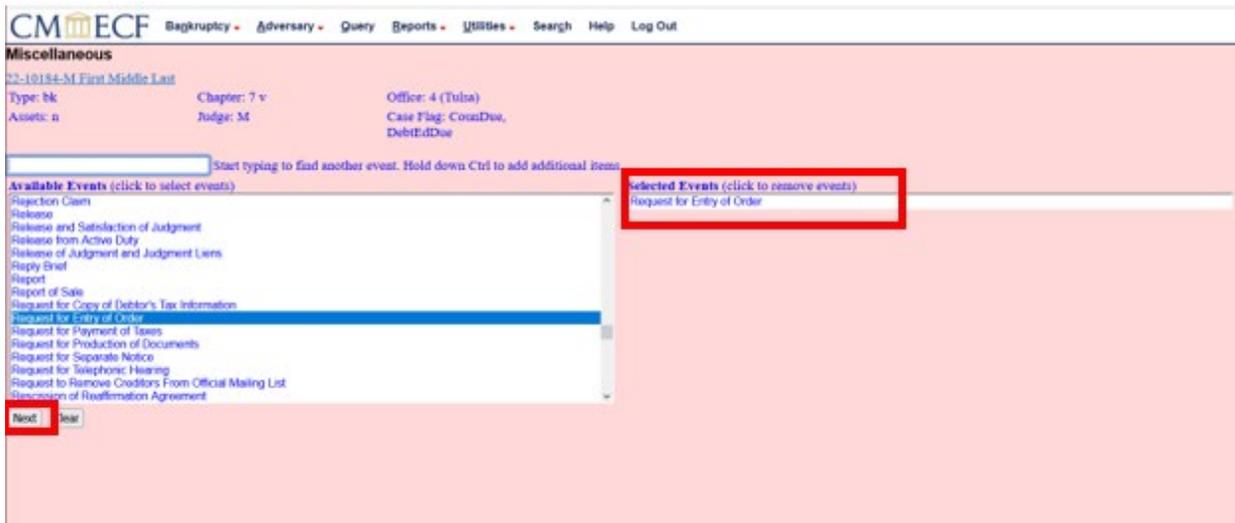
3. Enter the **Case Number** that the Request for Entry of Order will be docketed in, and then click **Next**.



4. You can search for a key word such as **req**. Any events with the word **req** will appear. You see that **Request for Entry of Order** is the 5<sup>th</sup> event on the available events list.



5. Click on **Request for Entry of Order**. After selecting **Request for Entry of Order** the event will show under **Selected Events**. We have no other events we need to add and are ready to proceed. Click **Next**.



6. We are being asked if we are filing this jointly with another attorney. We are not, click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[22-10184-M First Middle Last](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)  
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

Joint filing with other attorney(s).

**Next** Clear

7. We now need to select a party on whose behalf we are filing this pleading. The system has presented us with a list of current parties for this case. Our client is Local Mortgage Lender. Select **Local Mortgage Lender** and click **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[22-10184-M First Middle Last](#)

Type: bk Chapter: 7 v Office: 4 (Tulsa)  
Assets: n Judge: M Case Flag: CounDue, DebtEdDue

**Select the Party:**

[Add/Create New Party](#)

- Local Mortgage Lender, [Creditor]**
- Office of the United States Trustee, [U.S. Trustee]
- Soule, Steven W. [Trustee]

**Next** Clear

- We are now ready to **Browse...** to find the document that we created and saved as a .PDF file. Click on **Browse...** Navigate to the folder where your file is located. Before selecting the document, right click to view and verify you have selected the correct document that is complete and ready to file.

The screenshot shows the CM ECF web interface. At the top, there is a navigation bar with the CM ECF logo and several menu items: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the navigation bar is a section titled "Miscellaneous:" containing case information: "22-10184-M First Middle Last", "Type: bk", "Assets: n", "Chapter: 7 v", "Judge: M", "Office: 4 (Tulsa)", and "Case Flag: CounDue, DebtEdDue". Underneath this information is a "Filename" section with a "Browse..." button highlighted in red. To the right of the button, it says "No file selected." Below the "Browse..." button is a section for "Attachments to Document:" with radio buttons for "No" (selected) and "Yes". At the bottom of this section are "Next" and "Clear" buttons.

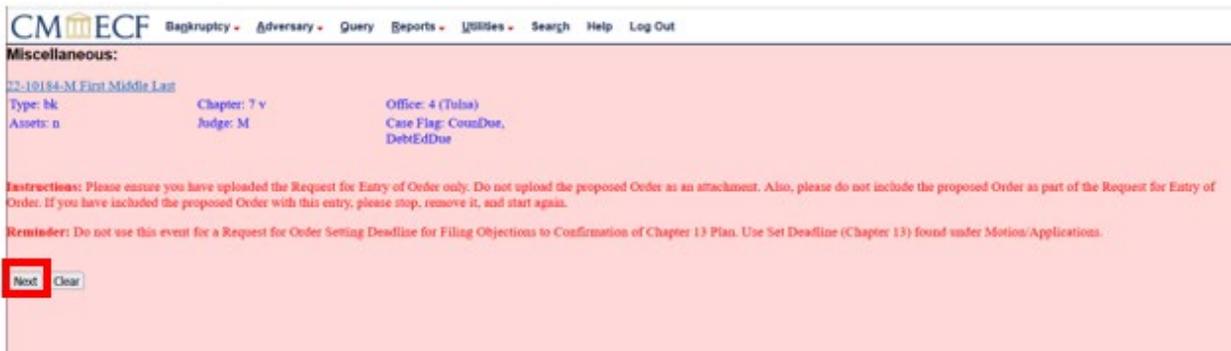
- After selecting, viewing, and then opening the file, it shows that your document has been selected. You can proceed by clicking **Next**.

This screenshot is similar to the previous one, showing the same CM ECF web interface. The "Browse..." button is now highlighted in red, and the text next to it has changed to "22-10184 Request for Entry of Order .pdf". The "Attachments to Document:" section remains the same with the "No" radio button selected. The "Next" button is also highlighted in red.

- 10. You are now presented with warnings in red text from the court. These warnings are there to assist you with filings with the court. This warning reminds us to verify that we have only uploaded the Request for Entry of Order and not to include or attach the proposed Order as part of the Request for Entry of Order. If you have attached or included the proposed Order with the Request, please **stop**, remove the order, and start again.

It is also states if you are filing a Request for Order Setting Deadline for Filing Objections to Confirmation of Chapter 13 Plan, you need to **stop**, and use **Set Deadline (Chapter 13)** found under **Motions/Applications**.

We have not included nor attached the proposed Order in the Request. We are not trying to file the Request for Order Setting Deadline. Click on **Next** to proceed.



- 11. If you need an actual order signed by the Judge pursuant to Local Rule 9072-1 (B), you should check the box that a proposed Order is being emailed to Chambers. We will demonstrate that step in the next few screens. If you need a text only order, you can skip this selection and click **Next**. We are going to walk through the process of sending a proposed Order to Chambers. Click on the checkbox beside **Proposed Order emailed to chambers**.



12. Click on **Next** after clicking on the box.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[22-10184-M First Middle Last](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Judge: M	Case Flag: CounDue, DebtEdDue

*If the following applies, please check.*

Proposed Order emailed to chambers.

A text Order will be entered if a proposed Order is not received via email.

**Next** Clear

13. You sometimes run across screens like this where the system is performing something in the background. Just click on **Next** to continue.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[22-10184-M First Middle Last](#)

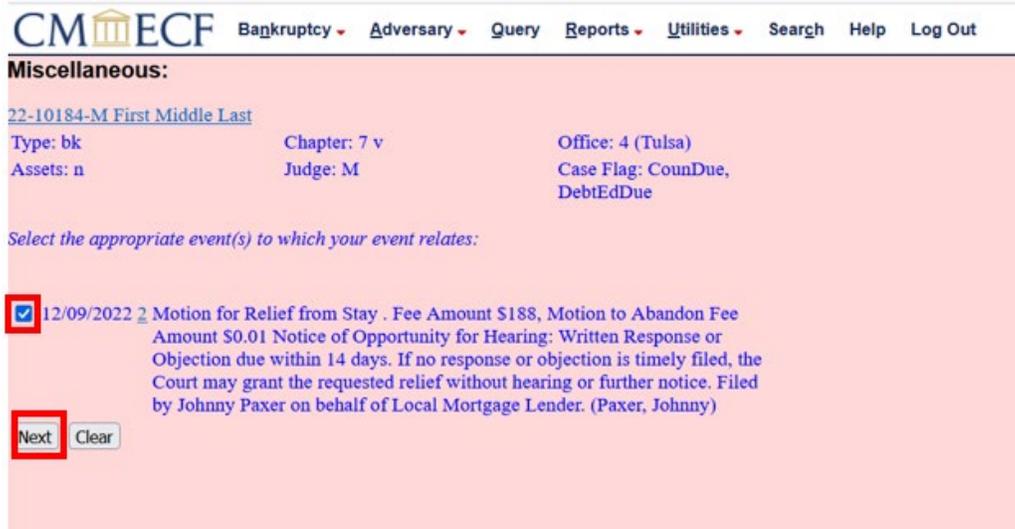
Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Judge: M	Case Flag: CounDue, DebtEdDue

**Next** Clear

14. You are now being asked to select the category for which your Request for Entry of Order relates. If you are unsure of what category to choose, you could select the entire list. However, we know this is a Request for Entry of Order that relates to a Motion that was filed. Click on the **Scroll Bar** to find **Motion**. Once you have found the category **Motion**, click on it, and click **Next**.

The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below this, the case details for '22-10184-M First Middle Last' are displayed, including Type: bk, Chapter: 7 v, Office: 4 (Tulsa), Assets: n, Judge: M, and Case Flag: CounDue, DebtEdDue. A prompt asks the user to 'Select the category to which your event relates.' A dropdown menu is open, listing categories: jrmin13, judr711, memodef, min, misc, motion (highlighted), notice, oldnibs, order, and plan. Below the dropdown are fields for 'Filed' and 'Documents' with date pickers and a 'Next' button highlighted with a red box.

- 15. The system will find any pending motions in the case. In this case, there is only one pending motion. The system has already selected it for you. If there is more than one pending motion, you will be able to review and select the appropriate event. After verifying the correct event is selected, click on **Next**.



- 16. This screen is reminding you that proposed orders and judgments shall be emailed to the assigned Judge’s email box and not attached to the Request for Entry of Order. There is a link to the email box for the Judge assigned to the case. You may click on that link now to email the proposed order or you may complete that step once you have completed the Request for Entry of Order. We will not click on the link to the email for this training document. You can proceed by clicking on **Next**.



17. The system is asking if our filing contains a Certificate of Service or a Request for Expedited Hearing. This document contains neither. Click on **Next** to continue.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[22-10184-M First Middle Last](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
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*If your pleading contains the following, please check.*

Certificate of Service (Only use to show that your image contains a certificate of service.)

Request for Expedited Hearing

**Next** Clear

18. The system is now asking if this is a corrective or amended filing. It is not, so you will leave the default set to **No**. Click on **Next**.

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[22-10184-M First Middle Last](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
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*Is this a corrective or amended filing?*

Yes

**No**

**Next** Clear

19. The text for our docket entry now appears. You are able to modify the text if you would like. Let's review the information we already have. We see we are filing a Request for Entry of Order, that our proposed order was emailed to chambers, and we have related our request to the Motion for Relief from Stay and Motion to Abandon.

Going back to the top of the event, we see there are drop down boxes and text boxes to help us further identify the document you are filing. At this point, we do not need to add anything additional to the event. Click on **Next** to continue.

The screenshot shows the CM/ECF interface for a docket entry. At the top, there is a navigation bar with links for 'Bankruptcy', 'Adversary', 'Query', 'Reports', 'Utilities', 'Search', 'Help', and 'Log Out'. Below this, the case information is displayed: '22-10184-M First Middle Last', 'Type: bk', 'Assets: n', 'Chapter: 7 v', 'Judge: M', 'Office: 4 (Tulsa)', and 'Case Flag: CounDue, DebtEdDue'. The 'Docket Text' section is titled 'Modify as Appropriate' and contains a text box with the following content: 'Request for Entry of [dropdown], Order [dropdown], Proposed Order emailed to chambers. (RE: related document(s)[2] Motion for Relief From Stay, Motion to Abandon) Filed by Johnny Paxer on behalf of Local Mortgage Lender . (Paxer, Johnny)'. At the bottom of the form, there are two buttons: 'Next' (highlighted in red) and 'Clear'.

20. You now see the final text for our filing. The system is warning us that clicking on next will commit this filing to the court's database, and you will have no further opportunity to modify this filing. It also reminds you to redact any personal identifiers as outlined in the Federal Bankruptcy Rules and Procedures 9037. After reviewing the text and you are ready to proceed, click on **Next**.

This screenshot shows the same CM/ECF interface as the previous one, but with the 'Docket Text' section updated to 'Final Text'. The text in the text box is: 'Request for Entry of Order . Proposed Order emailed to chambers. (RE: related document(s)[2] Motion for Relief From Stay, Motion to Abandon) Filed by Johnny Paxer on behalf of Local Mortgage Lender. (Paxer, Johnny)'. Below the text box, there is a red warning message: 'Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue. Have you redacted?'. At the bottom, the 'Next' button is highlighted in red, and the 'Clear' button is also visible.

21. The document has now been filed with the court. The Notice of Electronic Filing, or NEF, that appears on the screen is the confirmation of filing. Please review the NEF to familiarize yourself with this receipt of filing. It will show the date and time of filing, the case number is a link to the docket sheet, and the document number is a link to the document that has just been filed. At this point, you would need to email your proposed order to chambers since that step was not completed during filing. To find the email addresses to send any proposed orders, you can look at Section XIII of the CM/ECF Guide to Administrative Policies and Procedures.

CM/ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

**Miscellaneous:**

[22-10184-M First Middle Last](#)

Type: bk	Chapter: 7 v	Office: 4 (Tulsa)
Assets: n	Judge: M	Case Flag: CounDue, DebtEdDue

**U.S. Bankruptcy Court  
Northern District of Oklahoma**

Notice of Electronic Filing

The following transaction was received from Johnny Paxer entered on 12/9/2022 at 9:20 AM CST and filed on 12/9/2022

**Case Name:** First Middle Last  
**Case Number:** [22-10184-M](#)  
**Document Number:** [3](#)

**Docket Text:**  
 Request for Entry of Order . Proposed Order emailed to chambers. (RE: related document(s)[2] Motion for Relief From Stay, Motion to Abandon) Filed by Johnny Paxer on behalf of Local Mortgage Lender. (Paxer, Johnny)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**22-10184 Request for Entry of Order .pdf  
**Electronic document Stamp:**  
 [STAMP bkecfStamp\_ID=1052166465 [Date=12/9/2022] [FileNumber=5187003-0] [Sed3cb890fe676e053990070ffc0c856b3a4fc7393eba5ef88aa49022ff146237] [dbdb210cd611a712453db7b9eb901147f142d57506f611ee760c92457f841]]

**22-10184-M Notice will be electronically mailed to:**

Office of the United States Trustee  
 USTPRRegion20.TU.ECF@example.com

Johnny Paxer on behalf of Creditor Local Mortgage Lender  
 rrdoknb+jpaxer@gmail.com

Johnny Paxer on behalf of Debtor First Middle Last  
 rrdoknb+jpaxer@gmail.com

Steven W. Soule  
 souletrustee@example.com, ssoule@example.com,ssoule@example.com,smccormick@example.com

**22-10184-M Notice will not be electronically mailed to:**

If you have any questions regarding filing in the CM/ECF system, you can contact the CM/ECF Helpdesk using one of the following methods.

**Phone:** 918-699-4072

**Email:** cmecf@oknb.uscourts.gov

