14. INSTRUCTIONS FOR SUBMISSION OF PROPOSED ORDERS

All proposed orders must be submitted for the judge's signature via email to the court consistent with the instructions below. Proposed Orders should also be submitted as a PDF *attachment* to motions or applications to which they relate. The proposed orders so attached will not be processed by the court as having been submitted for judicial signature, but are intended only for viewing and review by those parties served with the underlying motion/application. All proposed orders submitted for the judge's signature via e-mail must be in Word or WordPerfect compatible format, not as a PDF file. All proposed orders must have complete captions, including the name of the debtor(s), case number, the number of the document to which it refers, full title preceded by the words *Proposed Order*, certificate of service, etc, and must comply with any other requirement specified in the categories below. *Any discrepancy between the proposed order attached to the motion and the order submitted for signature via e-mail, should be clearly noted and explained in a Request for Entry of Order.* In addition, proposed orders should not contain a signature line, the name of the judge, or a date line. The email should be in the following format:

(a) Proposed Orders for Matters That Will Have a Hearing, (not prosecuted pursuant to the Contested Matters/Bar Date Procedure). Proposed orders on matters that require a hearing must be submitted after receipt of the notice of hearing but, at least three days prior to the scheduled hearing date. The email should be submitted in the following format:

(1) The **subject line** must contain the debtor's name, case number and hearing date. For example: *03-30001 Daniel - hearing date March 15, 2005*

(2) **Attach** the proposed order which *must be in Word or WordPerfect format*, and not as a PDF file. In the body of the email you must reference the document number of the pleading that the attached order relates to.

(3) Submit the proposed order to the following **Email address**:
Judge Dabrowski - ctbecf_asdhearing@ctb.uscourts.gov
Judge Krechevsky - ctbecf_rlkhearing@ctb.uscourts.gov
Judge Shiff - ctbecf_ahwshearing@ctb.uscourts.gov
Judge Weil - ctbecf_lmwhearing@ctb.uscourts.gov

(b) Proposed Orders on Motions or Applications That Have Followed the Contested Matters/Bar Date Procedure.[3] Proposed orders submitted for matters following the contested matters/bar date procedure, must be included as an attachment to the motion to which they relate, and served on all necessary parties. The attachment should be clearly marked as a *Proposed Order*. The identical order should be submitted consistent with the instructions in this section by

[3]Please note that at present Judge Krechevsky does not utilize this procedure.

e-mail submission after the objection bar date has passed and must be submitted contemporaneously[4] with electronic filing of the Request for Entry of Order. *Please note: Any discrepancy between the proposed order attached to the motion and the order submitted for signature subsequent to the bar date should be clearly noted and explained in the Request for Entry of Order.* The email should be in the following format:

a) The **subject line** must contain the debtor's name, case number and must indicate that the Request for Entry of Order has been filed. For example: *03-30001 Daniel - request filed*

b) **Attach** the proposed order which *must be in Word or WordPerfect format*, and not as a PDF file. In the body of the email provide the document number of the pleading that the proposed order relates to.

c) Submit the proposed order to the following **Email address**:
Judge Dabrowski - ctbecf_asdshortcalendar@ctb.uscourts.gov
Judge Shiff - ctbecf_ahwsshortcalendar@ctb.uscourts.gov
Judge Weil - ctbecf_lmwshortcalendar@ctb.uscourts.gov

(c) Proposed Orders That Were Returned for Modification after a Hearing or Were Never Submitted Prior to a Hearing. Proposed orders to which modification is required after a hearing or which are proffered for the first time after the hearing shall be submitted in the following format:

a) The **subject line** must contain the debtor's name, the case number and must indicate the day the hearing was held. For example: *03-30001 Daniel - hearing held 12/1/04*

b) **Attach** the proposed order which *must be in Word or WordPerfect format*, and not as a PDF file. In the body of the email provide the document number of the pleading that the proposed order relates to.

c) Submit the proposed order to the following **Email address**:
Judge Dabrowski - ctbecf_asdtobesubmitted@ctb.uscourts.gov
Judge Krechevsky - ctbecf_rlktobesubmitted@ctb.uscourts.gov
Judge Shiff - ctbecf_ahwstobesubmitted@ctb.uscourts.gov
Judge Weil - ctbecf_lmwtobesubmitted@ctb.uscourts.gov

(d) Proposed Orders for ex Parte Matters. Proposed orders pertaining to ex parte matters shall be submitted contemporaneously with the electronic filing of the ex parte matter and must be in the following format.

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[4]Contemporaneously in this Procedure means as soon as possible after the completion of the electronic filing, and recognizes the different modes of transmission.

a) The **subject line** must contain the debtor's name, case number and the words "ex parte".

b) **Attach** the proposed order which *must be in Word or WordPerfect format,* and not as a PDF file. In the body of the email provide name of the ex-parte document the proposed order relates to.

c) Submit the proposed order to the following **Email address**:
Judge Dabrowski - ctbecf_asdexparte@ctb.uscourts.gov
Judge Krechevsky - ctbecf_rlkexparte@ctb.uscourts.gov
Judge Shiff - ctbecf_ahwsexparte@ctb.uscourts.gov
Judge Weil - ctbecf_lmwexparte@ctb.uscourts.gov

(e) Proposed Orders for Expedited Matters. Proposed orders pertaining to matters in which expedited action has been requested and proposed orders relating to the motion requesting expedited treatment shall be submitted contemporaneously with the electronic filing of the expedited matter and/or motion for expedited treatment and must be in the following format.

a) The **subject line** must contain the debtor's name, case number and the word "expedited".

b) **Attach** the proposed order to which *must be in Word or WordPerfect format,* and not as a PDF file. In the body of the email provide reference to the name of document the proposed order relates to.

c) Submit the proposed order to the following **Email address**:
Judge Dabrowski - ctbecf_asdexpedited@ctb.uscourts.gov
Judge Krechevsky - ctbecf_rlkexpedited@ctb.uscourts.gov
Judge Shiff - ctbecf_ahwsexpedited@ctb.uscourts.gov
Judge Weil - ctbecf_lmwexpedited@ctb.uscourts.gov