



UNITED STATES BANKRUPTCY COURT – MIDDLE DISTRICT TENNESSEE

# E-ORDERS

## GUIDE

## FOR USERS

## What is E-Orders?

E-Orders is a web-based application originally developed by the Texas Western Bankruptcy Court. It is now integrated into CM/ECF for submitting proposed orders to the Tennessee Middle Bankruptcy Court. Most bankruptcy courts use some version of E-Orders consistent with their local practice. E-Orders provides external users (or filers) to the CM/ECF system (i.e., attorneys, trustees, and parties in bankruptcy) an easy electronic upload process for the filing of “proposed orders.” Proposed orders are orders the court instructs parties to prepare or are “no objection” orders allowed by Local Bankruptcy Rule 9013-1.

The “filing” of proposed orders in CM/ECF follows the typical CM/ECF functionality most CM/ECF users are familiar with for data entry processing. It is essentially a “point and click,” screen-by-screen electronic filing mechanism for federal courts.

## How does E-Orders work?

To submit a proposed order through E-Orders, the proposed order must be prepared according to the basic captioned format referenced in the web-based ***Practitioners’ Handbook*** on the court’s website or found under the caption of **Bankruptcy Events** menu in CM/ECF. Because CM/ECF accepts electronic filings only in standard .pdf formats, all documents must be filed as PDFs.

As a quick reference, please note that (in addition to conversion of any proposed order to PDF), proposed orders must:

- Have a four-inch margin at the top of the first page. This is where the judge’s signature and date of the signature of the order are stamped in the signing process.
- One-inch margins are required throughout the remainder of the document. The page number at the bottom of the page should not be included in the one-inch margin requirement. This is the area where the

court stamps the electronic file name and entry information on the document and the area should be clear, so the electronic court-stamp is visible and legible.

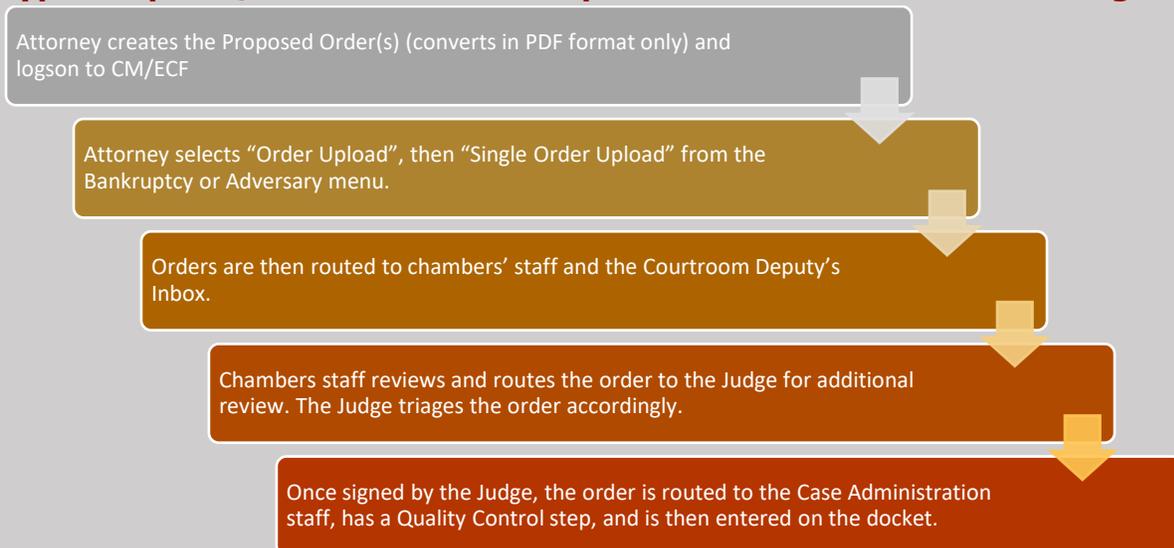
- The phrase “THIS ORDER WAS SIGNED AND ENTERED ELECTRONICALLY AS INDICATED AT THE TOP OF THIS PAGE” must be placed after the end of the text of the proposed order but before the “Approved for Entry” signature block(s) of the party or parties submitting any proposed order.
- Following the “Approved for Entry” phrase, the party preparing and filing the order should have their signature block along with all other necessary signatures of appropriate parties as part of the proposed order.

After preparing a proposed order according to the basic captioned format, logon to CM/ECF, select either the **Bankruptcy** or the **Adversary** menu, and choose “**Proposed Order**” and follow the on-screen prompts.

Upon a successful upload, all orders are electronically routed to chambers’ staff based on the judge assigned to that case. Chambers’ staff will review the proposed order(s), and then route the order to the Judge’s folder for review. The Judge can then electronically sign the order.

Once the order has been signed by the judge, it will be entered on the Court docket by a Case Administrator.

### Typical Upload/Process Flow of Proposed Orders in the EOrders Program



# How to Upload or File an Order

## The Eight Steps Necessary for Users When Uploading Proposed Orders

### IMPORTANT Prerequisites:

- Before uploading a single proposed order, you will need the case number.
- Your document *must* be in **PDF** format, just as is required for all documents filed in ECF.
- The proposed order *must* relate to a specific document in either a Bankruptcy case or an Adversary/Miscellaneous proceeding.
- You must select an **Order Type** for the type of proposed order you are uploading.

### Let's Begin with an example . . .

#### Step 1

Login to CM/ECF as you usually do, then click → **“Bankruptcy”** on the CM/ECF Main Menu bar at the top (in dark blue ribbon). Once you see the Order Upload event → click on **Order Upload**. If you had a proposed order for an Adversary proceeding or case, you would select **“Adversary”** instead. The same menu option is available.

The screenshot shows the CM/ECF main menu with a dark blue ribbon at the top containing navigation options: Bankruptcy, Adversary, Query, Reports, Utilities, Search, Help, and Log Out. Below the ribbon, the 'Bankruptcy Events' section is highlighted with a red box. A red arrow points from this section to the 'Order Upload' link, which is also highlighted with a red box. The 'Order Upload' link is located in the 'Reaffirmations' column of the menu.

Bankruptcy Events	Miscellaneous	Responses	Reaffirmations	Practitioners Handbook
<a href="#">Appeals</a> <a href="#">Appeal</a>	<a href="#">Blue TAG</a>	<a href="#">LBR 9013 Response</a>	<a href="#">Reaffirmations Menu</a>	<a href="#">Practitioners Handbook</a>
<a href="#">Case Opening Events</a> <a href="#">Open BK Case</a> <a href="#">Open Involuntary Case</a> <a href="#">Judge/Trustee Assignment</a> <a href="#">Upload list of creditors file</a> <a href="#">DeBN request (Activate, Deactivate or Update)</a>	<a href="#">Non-Public Filings</a> <a href="#">Original Creditor Mailing List</a> <a href="#">Other / Notices</a> <a href="#">Plan, Ch 11 Disclosure Statement</a> <a href="#">Scheds.Statements/Amended Mailing List</a>	<a href="#">Objection Response (DO NOT USE FOR 9013 Motions)</a> <a href="#">Objection to CH 11 Subchapter V Designation</a> <a href="#">Plan Objections</a>	<a href="#">Debtor Electronic Bankruptcy Noticing</a> <a href="#">DeBN Request (Activate, Deactivate or Update)</a>	
<a href="#">Claims</a> <a href="#">Claim Actions</a> <a href="#">Creditor Maintenance...</a> <a href="#">File Claims</a>	<a href="#">Motions</a> <a href="#">LBR 2081 First Day Motions</a> <a href="#">LBR 9013 Motions with Notice</a> <a href="#">Other Motions/Applications</a>			
<a href="#">Convert / Split / Deconsolidate</a> <a href="#">Convert</a> <a href="#">Deconsolidate</a> <a href="#">Reconvert</a> <a href="#">Split</a>				
<a href="#">Proposed Orders</a> <a href="#">Single Order Upload</a>				
<a href="#">Exhibits</a> <a href="#">Exhibits</a>				

**Step 2**

The Order Upload for Bankruptcy screen appears → click on “**Single Order Upload**”.



**Step 3**

Enter the **Case Number**, and then select “Find This Case”.



The case number should be in YY-NNNNN format. (The case number reflected as well as all subsequent selections are just examples.)

Click the “**Next**” button.

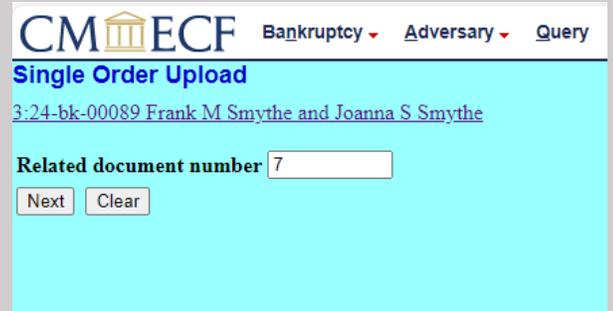
**Step 4**

On this next screen you will be asked to enter the “Related document number”. This is the docket entry number from the case docket in CM/ECF for the underlying document (application/motion) which originally requested the relief. You relate (or link) the proposed order to this document.



**Step 4a**

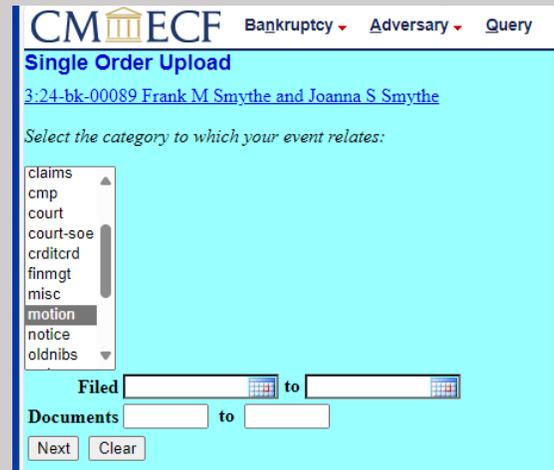
Enter this document number if you know it. Once the document number is entered, click → **“Next”** to proceed.



The screenshot shows the CM ECF Single Order Upload page. At the top, there are navigation links for 'Bankruptcy', 'Adversary', and 'Query'. Below the page title, the case name '3:24-bk-00089 Frank M Smythe and Joanna S Smythe' is displayed. A form field labeled 'Related document number' contains the number '7'. Below this field are two buttons: 'Next' and 'Clear'.

**Step 4b**

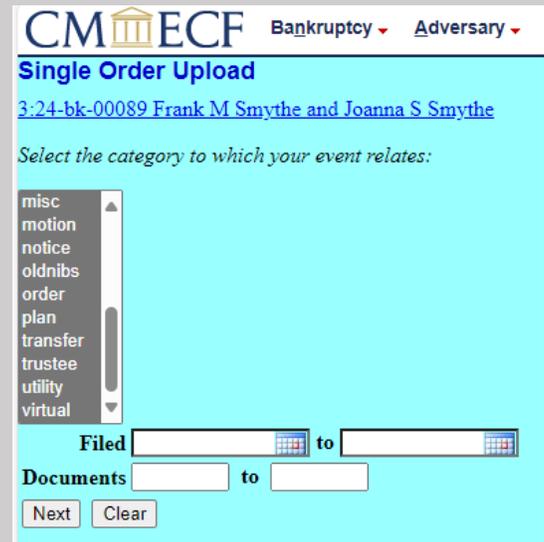
If you do not know the document number of the document to which your proposed order relates, EOrders will provide a listing of all documents of the type you select on the next screen. From this screen select the document type, which is usually a motion or an application. Click → **“Next”** to proceed.



The screenshot shows the CM ECF Single Order Upload page. A dropdown menu is open, showing a list of document categories: 'claims', 'cmp', 'court', 'court-soe', 'creditor', 'finmgt', 'misc', 'motion', 'notice', and 'oldnibs'. The 'motion' category is highlighted. Below the dropdown, there are two input fields for 'Filed' and 'to' dates, and two input fields for 'Documents' and 'to' numbers. 'Next' and 'Clear' buttons are at the bottom.

**Step 4c**

If you are still unsure of the document type to select, select the full list. You do this by highlighting the first category “answer” on the list while simultaneously holding the shift key on your keyboard and clicking the left side of your mouse. Highlight all the categories by scrolling down the list using your mouse. Click → **“Next”**.



The screenshot shows the CM ECF Single Order Upload page. The dropdown menu is open, and multiple categories are selected, including 'misc', 'motion', 'notice', 'oldnibs', 'order', 'plan', 'transfer', 'trustee', 'utility', and 'virtual'. The 'Next' and 'Clear' buttons are visible at the bottom.

**Optional** - If this is a large case, you may want to take the time to limit your selection by entering a “filed (date range)” and/or a “documents (number)” range in the fields provided.

**Step 4d**

The following screen will display all documents filed in the case so you may easily identify the document to which you must relate your proposed order. Check the appropriate document – see example below – that relates to your order. Note: the program checks the box for you if there is only one selection.



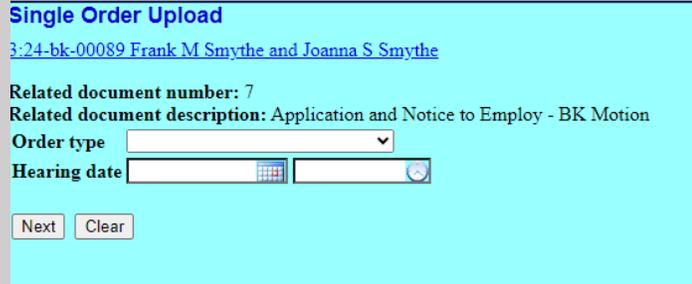
Select the document, then click → **“Next”** to proceed.

**A listing of related document categories (as discussed in Step 4c, with parenthetical expansions added):**

<b>answer</b>	<b>misc (miscellaneous)</b>
<b>appeal</b>	motion
<b>audio</b>	notice
<b>auditor</b>	oldnibs (former legacy system predating ECF and NextGen)
<b>claims</b>	order
<b>cmp (complaint)</b>	plan
<b>court</b>	transfer
<b>creditrd (credit card)</b>	trustee
<b>finmgt (financial management)</b>	utility
	virtual

**Step 5**

The “**Order type**” selection screen provides different options for the proposed order type. Click on the down arrow at the right of the pick list to produce the list. You **must** select one and only one choice from this option list for orders.

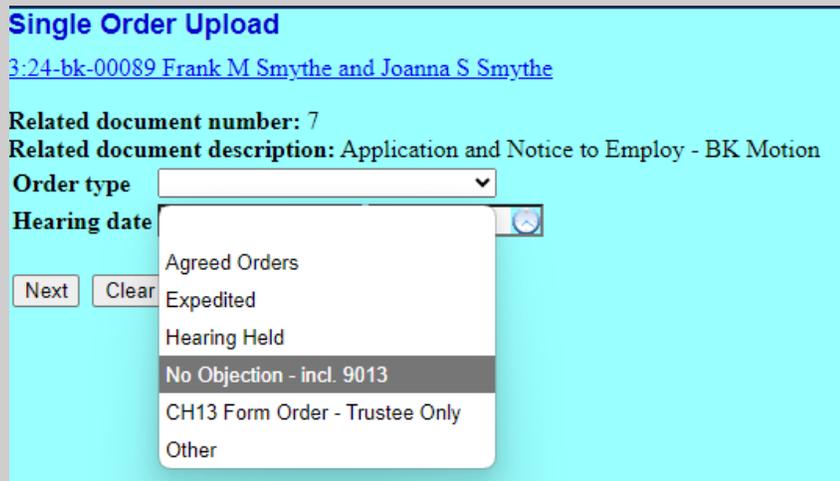


The screenshot shows a web form titled "Single Order Upload" for case "3:24-bk-00089 Frank M Smythe and Joanna S Smythe". It includes fields for "Related document number: 7" and "Related document description: Application and Notice to Employ - BK Motion". The "Order type" field is a dropdown menu, and the "Hearing date" field is a date picker. "Next" and "Clear" buttons are at the bottom.

*Note: a hearing date and time are not required.*

**Step 6**

Once you have a listing of the order types, choose the most appropriate type to associate with the proposed order for upload. Click → **Next**.



The screenshot shows the same "Single Order Upload" form, but the "Order type" dropdown menu is open, displaying a list of options: "Agreed Orders", "Expedited", "Hearing Held", "No Objection - incl. 9013", "CH13 Form Order - Trustee Only", and "Other". The "Next" and "Clear" buttons are visible to the left of the dropdown.

*Practice pointer: If the related document filed is an amendment and the original filed document was set for hearing and the hearing was held, then select the Hearing Held option.*

*If the original document and hearing was expedited or emergency, pick the originating document chosen of “Expedited.” This would not be a “Hearing Held” Order Type.*

**Step 6A**

The “**Order Type**” field has a number of choices. The list with parentheses (as necessary) has been reproduced below for informational purposes.

<b><u>The list of Order Type choices:</u></b>	<b>Actual Screen that you will see in ECF:</b>
Agreed Orders	
Expedited (which includes Emergency)	
Hearing Held	
No Objection – incl. 9013 <i>*no opposition by any party</i>	
CH13 Form Order – Trustee Only <i>*Chapter 13 Office form orders submitted by Chapter 13 Trustee only.</i>	
Other <i>*for any other order type that does not fall within any of the categories listed above.</i>	

**Note:** TNMB Chambers uses these “Order Types” to organize incoming work. Your Order Type choice here has no impact on the treatment of your proposed order, nor does your Order Type choice show up on the CM/ECF docket.

**Step 7**

The next screen provides the action that allows attachment of your prepared proposed order document. Please remember the following protocols when saving your proposed order document:

- The document must be in a standard .pdf format. See, [PDF-A](#) compliant standards.
- Do not scan an order. Scanned proposed orders will not be accepted by the court for entry.
- Attachments to a proposed order (if they are original, received documents by the party uploading the order) may be scanned. Otherwise, attachments must be converted to .pdf format as well.

- PDFs may not be password protected. This includes any attachments to a proposed order.
- All PDFs must be viewable, legible, and right-side up when uploaded to E-Orders.
- All orders announced in court shall be prepared and uploaded for entry by the attorney for the prevailing party.
- All orders uploaded for entry must provide the “Approved for Entry” signature paragraph as part of the /signature/ block for any attorneys submitting and/or agreeing to the order.
- The first page of the proposed order must have a four-inch margin. The remaining margins in the document must all be at least one-inch. Page numbers on the one-inch margin at the bottom of the page are not to be included in the one-inch margin. The bottom margin is reserved for the Clerk’s electronic file-stamp which evidences entry of the document on the official record. The file-stamp must be unobstructed and legible.

Step 8

On the “**Filename**” screen you will select the proposed order by clicking the “**Choose File**” button, search for the PDF saved to your desktop or laptop computer and attach the proposed order. Once you see the correct file pathname for your saved proposed order, you may click the “Next” button, unless there are attachments to the proposed order.

Single Order Upload

**Filename**

Choose File No file chosen

**Attachments to Document:**  No  Yes

Next Clear

**Step 8a**

If you are adding attachments to the proposed order, click the “Yes” radio button, then click the →”Next” button.

**Single Order Upload**

**Filename**  
Choose File No file chosen

**Attachments to Document:**  No  Yes

Next Clear

**Step 8b**

The screen noted below allows attachments to orders. Choose from your desktop or laptop the saved document you wish to attach.

**Single Order Upload**

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**  
Choose File TEST2.pdf

2) Fill in the fields below.

**Category** and/or **Description**  
[Dropdown] [Text Box]

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.

▲ Add to List  
▼ Remove from List

**Step 8c**

Once the document is attached, go to #2 on the screen and fill in the “Category” and “Description” screen. The description does not need to

**Single Order Upload**

Select one or more attachments.

1) Select the PDF document that contains the attachment.

**Filename**  
Choose File TEST2.pdf

2) Fill in the fields below.

**Category** and/or **Description**  
Appendix Broker's Employment Contract

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.

▲ Add to List  
▼ Remove from List

Next

be filled in if the category chosen easily and readily identifies the specific, attached document.

If all items to the proposed order have been attached, click → “**Add to List**” button.

The attached document pathway should be visible. Click → “**Next**”.

**Single Order Upload**  
Select one or more attachments.  
1) Select the PDF document that contains the attachment.  
Filename  
Choose File No file chosen

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.

C:\fakepath\TEST2.pdf Add to List  
Remove from List

Next

**Pathway example**

*Practice pointer: For purposes of attachments and otherwise, do not file certificates of service with your proposed order. Doing so is premature. The Judge must review, sign the order, and enter the order on the docket. There is no guarantee that the proposed order being uploaded will be granted.*

A friendly (and repetitive) reminder, it is *important* that you take time to **confirm** the case number, the case name, the related document number, the related document description, and the PDF that you intend to upload before clicking “Next” button. An order upload error delays relief. If you do click the “Next” button in error, please see the end of this Guide for information on *correcting upload errors*.

**Step 9**

After you upload your Proposed Order, a **Confirmation Screen** appears for your review. The Confirmation Screen indicates that your proposed order was “...uploaded successfully...”. There is no docket entry number on an uploaded, proposed order. Your uploaded order is provided an “Order ID” number for reference. See, following image.

## Single Order Upload

[3:24-bk-00089 Frank M Smythe and Joanna S Smythe](#)

The new document TEST2.pdf was uploaded successfully on 8/29/2024 at 12:51 PM

**Order type:** No Objection - incl. 9013

[3:24-bk-00089 Frank M Smythe and Joanna S Smythe](#)

**Related document number:** 8

**Related document description:** Application and Notice to Employ - BK Motion

**Order ID:** [358](#)

**Hearing date:** 9/4/2024

[Do it again](#)

**Confirmation Screen  
Example**

### Step 10

To view the PDF of your uploaded Proposed Order, click on the [Order ID](#) hyperlink. (In the example, the hyperlink to the file in the example is 358. Your file name will be different.) The document(s) that were uploaded are displayed as PDF images for your review.

### Step 11

If you click the “**Do it Again**” hyperlink, E-Orders will route you back to the screen shown above at Step 3 where you may enter another bankruptcy case number to begin the proposed order upload process anew. If, at this point, you desire to upload a Proposed Order in an Adversary Proceeding, click “Adversary” from the menu as directed in Step 1.

**\*\*\* This ends the “Single Order Upload” Process in E-Orders \*\*\***

# Correcting Upload

## Errors

When uploading a Proposed Order through EOrders, the submission cannot be stopped. Once the **“Next”** button is clicked in Step 8c, the proposed order is uploaded in the system.

Please be aware that when orders are uploaded, they are NOT automatically docketed. The orders are uploaded and sit in a queue for review.

If you make a mistake in uploading a proposed order and a corrected order needs to be provided to the Judge, the E-Orders program has a feature which permits an unsigned and existing proposed order to be replaced.

The steps for submitting another order or “replacing an order” are the same steps previously covered with one additional step/screen. Just make sure you are in the correct case or proceeding.

Replacing  
an Order

- At the **“Related document number”** screen (Step 4), you will relate the new/corrected order to the same motion or application you related the previous, proposed order.
- You will see an additional screen pop-up between Step 4 and Step 9, after you link or relate the corrected/new proposed order, the following screen will populate

**Single Order Upload**

Warning: The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
3:24-bk-00089 Frank M Smythe and Joanna S Smythe Ch. 7	7 Application and Notice to Employ - BK Motion Filed: 08/21/2024	357 By Tnmb, Testattorneyb 08/29/2024

Upload another order  
 Replace the order(s)  
 Replace the order 357

Next Clear

This screen provides the option to select the “Replace the order(s)” radio button.

- Select the **“Replace the order(s)”** radio button
- Verify you are in the correct case/adversary proceeding; you have linked the new/correct order to the right motion or application; and ensure that you are replacing the correct ID order number.

- Check the box to the left of the “**Replace the order \_\_\_\_**”. In this example it is ID order number 357.
- Click → “**Next**”
- Repeat steps 5 through 8
- A confirmation screen with a new Order ID number is provided. Again, on this screen you have the option of clicking on the Order ID number [368](#) to verify the correct PDF was uploaded.

### Single Order Upload

[3:24-bk-00089 Frank M Smythe and Joanna S Smythe](#)

**The new document TEST2.pdf was uploaded successfully on 8/29/2024 at 2:48 PM**

**Order type:** No Objection - incl. 9013

[3:24-bk-00089 Frank M Smythe and Joanna S Smythe](#)

**Related document number:** 7

**Related document description:** Application and Notice to Employ - BK Motion

**Order ID:** [368](#)

[Do it again](#)

#### Other Order

#### Issues

There may be times where the Judge in a case or a proceeding identifies a problem or deficiency with an uploaded, proposed order. In those instances, a judge or chambers may communicate an order problem in a number of ways to address the issue with the uploaded, proposed order.

E-Orders provides Judges the ability to Deny, Reject, or Resubmit the order. Although, Judges have many more options on addressing order deficiencies in addition to the E-Order options listed.

Filers to proposed orders may view the status of their orders using the Order Query Report found under the Reports → Proposed Order even in CM/ECF. The report provides a status of the uploaded order.



The screenshot shows the CM/ECF website's navigation bar with the 'Reports' dropdown menu open. The 'Proposed Orders' sub-menu is highlighted with a red box, and the 'Order Query' link is also highlighted with a red box and an arrow. A callout box on the right contains the text 'Where to find the report'.

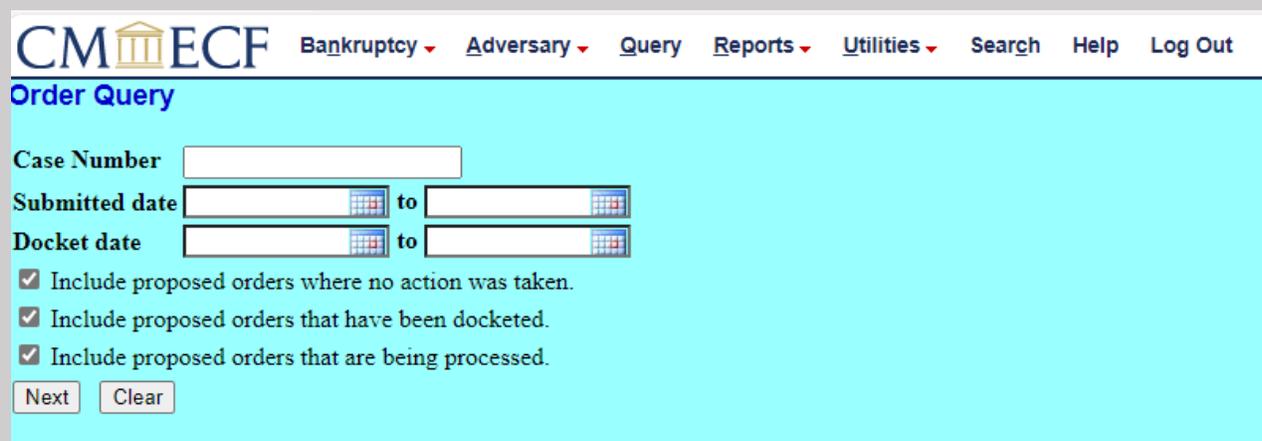
**Activity Reports**  
[Cases](#)  
[Claims Activity](#)  
[Claims Register](#)  
[Docket Activity](#)  
[Docket Report](#)  
[Deadlines/Hearings](#)  
[ECF Activity Summary](#)  
[List of Creditors](#)  
[Rule 2013 Report](#)  
[Written Opinions](#)

**Calendar**  
[2013 Availability](#)  
[Court Docket](#)  
[Events](#)  
[Monthly](#)

**Proposed Orders**  
[Judgment Book](#)  
[Order Query](#)

**Where to find the report**

The Order Query screen has a number of fields to customize your query request, as the image below shows. The checked boxes show the usual report default inquiry for a proposed order. You may deselect the boxes, as appropriate.



The screenshot shows the 'Order Query' screen with the following fields and options:

**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.

The report will provide you the status of your orders:

CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out								
	Case Number x	Related Doc# x	Order x	Type x	Description x	Submission Date x	Submitter x	Status x
1	3:24-bk-00089 Frank M Smythe and Joanna S Smythe	7	357	No Objection - Incl. 9013	Application and Notice to Employ - BK Motion	08/29/2024	Tnmb, Testattorneyb	No Action Taken 08/29/2024
2	3:24-bk-00089 Frank M Smythe and Joanna S Smythe	8	358	No Objection - Incl. 9013	Application and Notice to Employ - BK Motion	08/29/2024	Tnmb, Testattorneyb	Being Processed
3	3:24-bk-00089 Frank M Smythe and Joanna S Smythe	7	368	No Objection - Incl. 9013	Application and Notice to Employ - BK Motion	08/29/2024	Tnmb, Testattorneyb	Being Processed

If you call the Clerk’s Office regarding that status of a “Being Processed” order, please understand we can only provide you the information that is on the report.

\*\*\* END OF DOCUMENT \*\*\*