

TENNESSEE MIDDLE BANKRUPTCY COURT

E-ORDERS PREVIEW

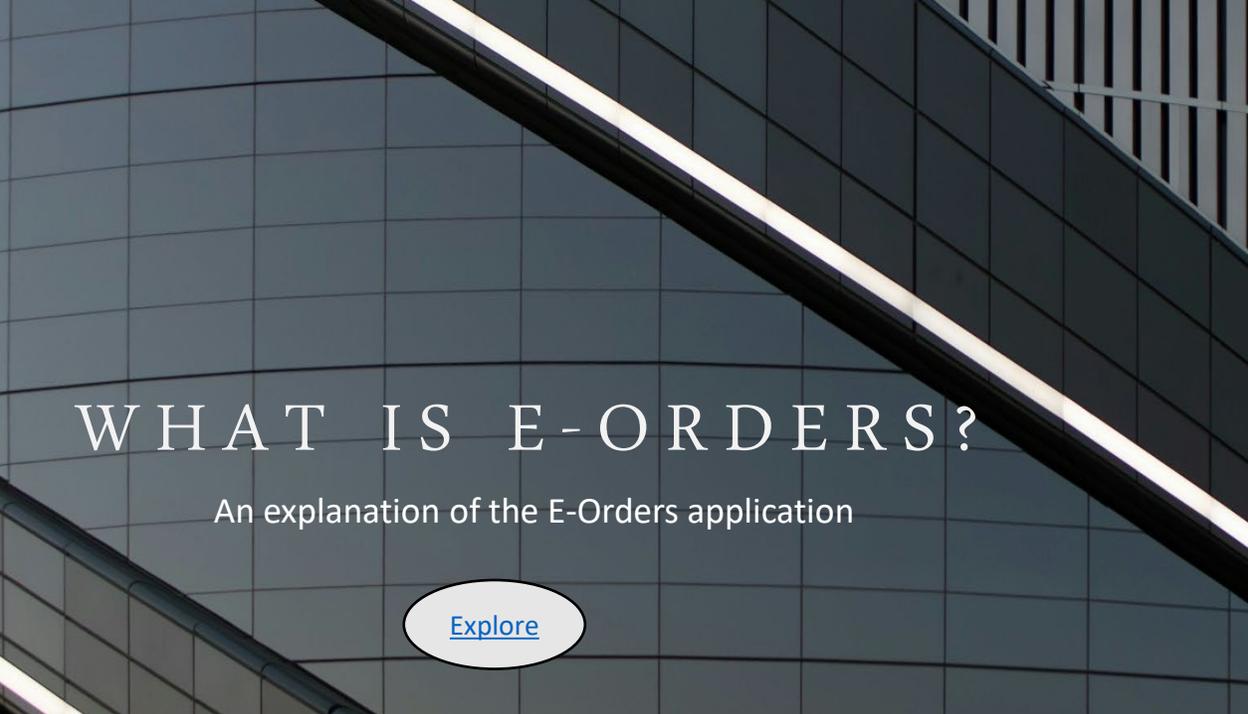


Start



TENNESSEE MIDDLE BANKRUPTCY COURT

The slide presentation is intended as a cursory overview of what the E-Orders module provides. It is not a substitute for training or reviewing the instructions provided on the TNMB website.



WHAT IS E-ORDERS?

An explanation of the E-Orders application

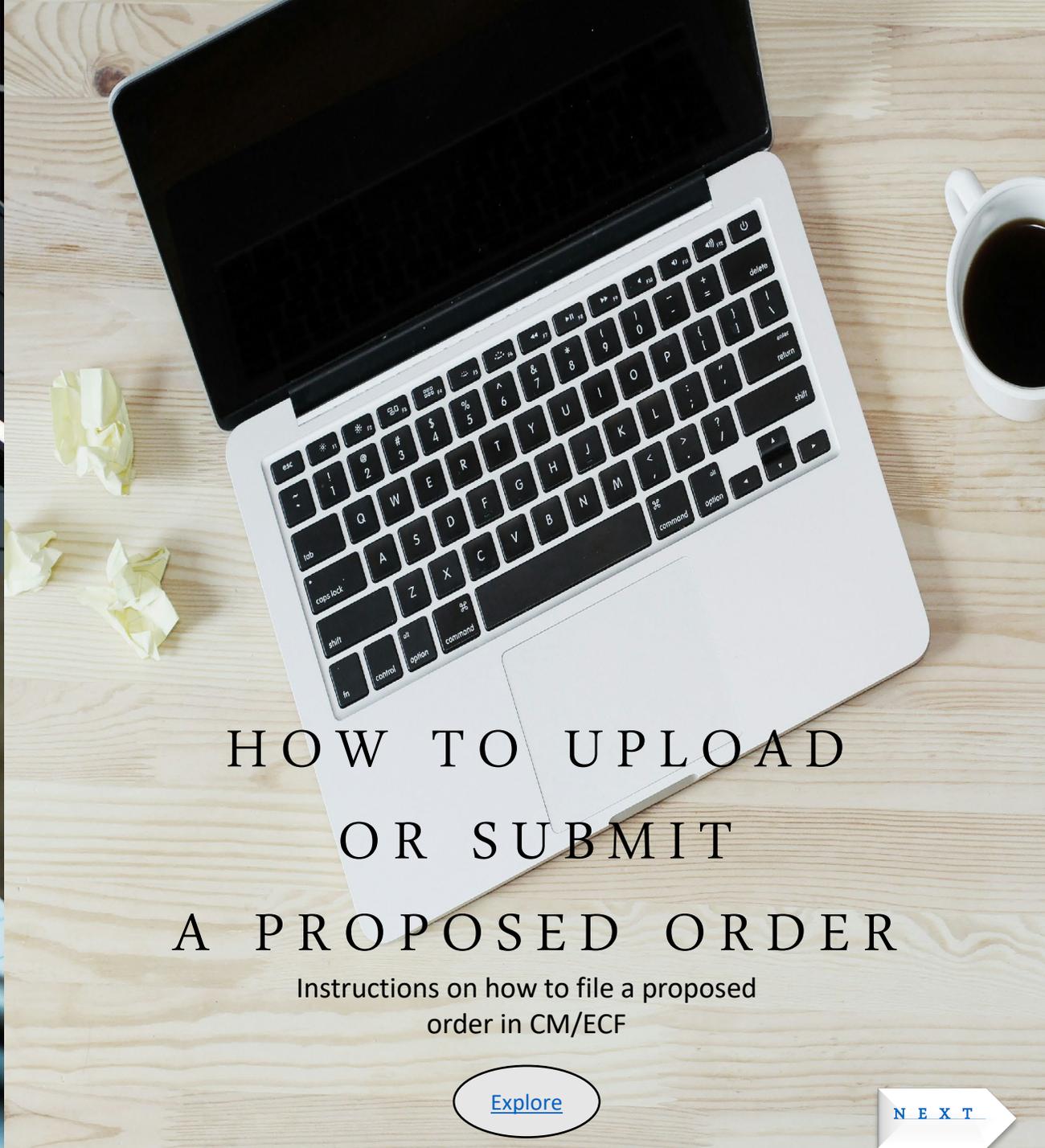
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HOW DOES E-ORDERS WORK?

How E-Orders works with
PACER and CM/ECF

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HOW TO UPLOAD OR SUBMIT A PROPOSED ORDER

Instructions on how to file a proposed
order in CM/ECF

[Explore](#)

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What is E-Orders?

E-Orders is a web-based application originally developed by the Texas Western Bankruptcy Court. Middle District Tennessee Bankruptcy Court has integrated this application as an order upload module in CM/ECF for submitting proposed orders. It provides CM/ECF users (attorneys, parties and chambers) an easy and fast way to file an electronic order in CM/ECF using the existing electronic filing system that filers currently use.

How E-Orders Works

Submitting or uploading a proposed order in CM/ECF is no different than using CM/ECF for uploading a document and filing it electronically. The difference is that in the legacy orders application, the proposed order was visible on the CM/ECF docket as a “Submitted Order.” E-Orders does not show proposed orders that are “filed” or “uploaded” in CM/ECF on the docket.

After preparing an order in the correct format and uploading in E-Orders, the final CM/ECF screen will provide confirmation that the proposed order was successfully uploaded. Filers will be given an Order ID number, which is a reference number for the order just uploaded. This is **not** the docket entry number of the executed order displayed on the docket!

How E-Orders Works

Once you have prepared an order, using either the Bankruptcy or the Adversary menu in CM/ECF, you will follow the screen prompts to upload the proposed order.

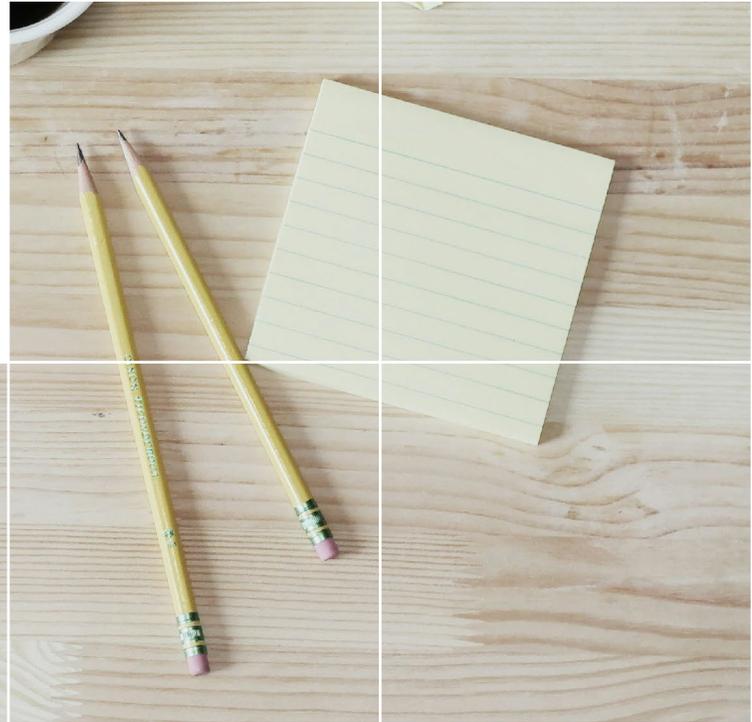
Upon successful upload, all orders are electronically routed to chambers' staff based on the judge assigned to the case. Chambers staff will review the order and route it to the judge's folder for review. The judge can then sign the order.

Once the order is signed by the judge, it is entered on the docket with a docket entry number.



How to Submit An Order

Upload



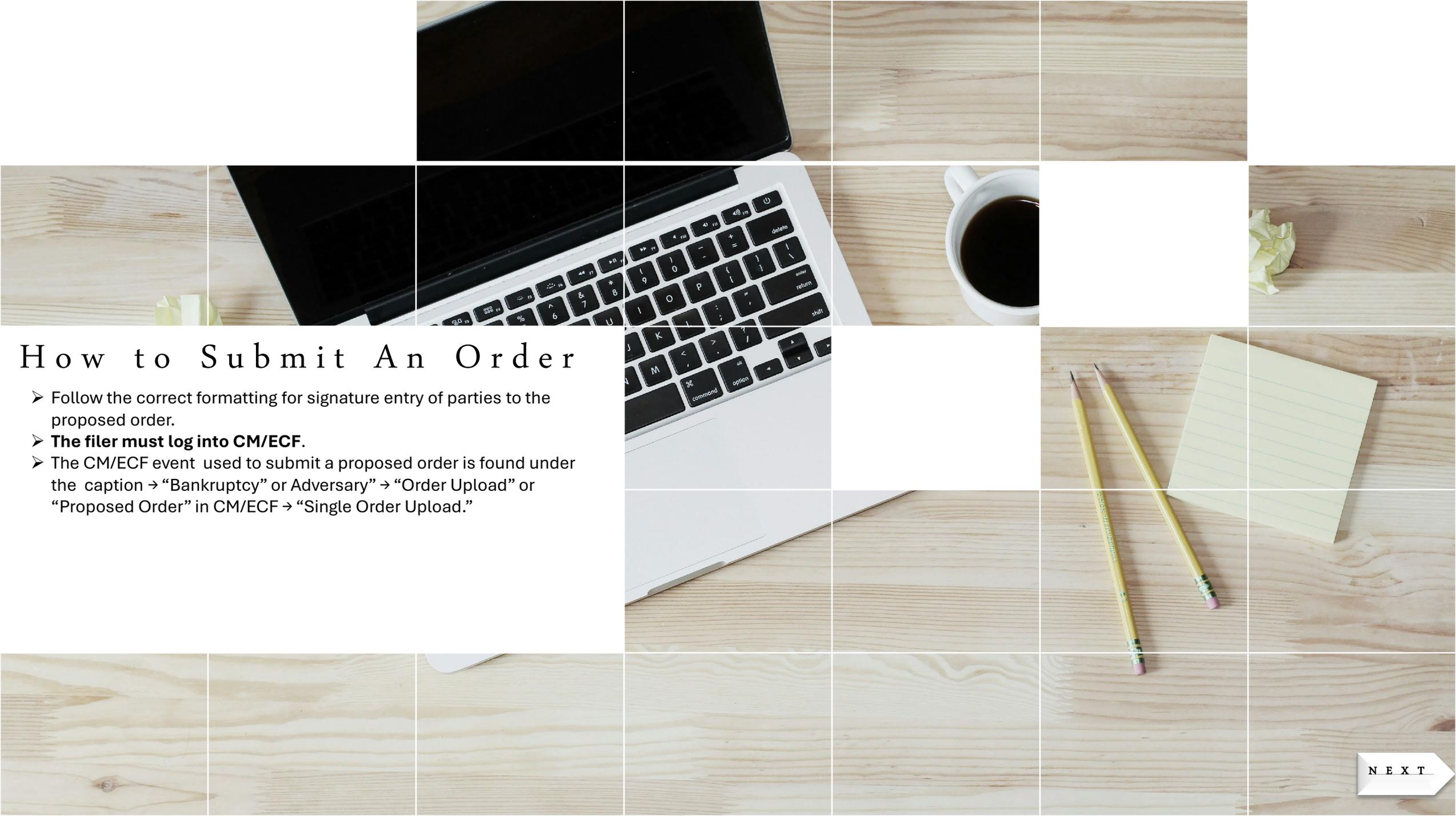


How to Submit An Order

Below is a basic description on how to upload a proposed order in the E-Order module in CM/ECF. Please note the following:

- When creating the document make sure the document follows the administrative order, local bankruptcy rules, E-Orders Guide, and the Practitioners' Handbook. Failure to follow the rules may delay the relief you seek.
- The proposed order must have a 4" margin at the top and 1" margins at the right, left, and bottom of the page (leave room for the page number to show).
- The filer creates the proposed order by converting the document to a standard .pdf file format. E-Orders only uploads PDFs.

If the court directs submission of an order through another medium, the court will provide direction to a filer or user in that regard.



How to Submit An Order

- Follow the correct formatting for signature entry of parties to the proposed order.
- **The filer must log into CM/ECF.**
- The CM/ECF event used to submit a proposed order is found under the caption → “Bankruptcy” or Adversary” → “Order Upload” or “Proposed Order” in CM/ECF → “Single Order Upload.”



How to Submit An Order

- Enter the correct case number or adversary proceeding number.
- Relate the proposed order to the correct document (which is the document or motion that requests the relief the order addresses).
- Confirm the **case number, case name, related document number, and related document description** shown at the top of the ECF Screen are correct and belong in the case or proceeding.
- Select the **Order Type** from the drop-down list.
- If you select **Hearing Held** or **Hearing Scheduled** as the **Order Type** fill in the **Hearing Date** field.



How to Submit An Order

- The **Filename** is where you enter and attach the proposed order using the CM/ECF Browse feature. Click the Browse button to locate and select the file on your laptop or desktop.
- Make sure the PDF is correctly formatted.
- Finally, review all the information, if all is correct click the **Next** screen to **upload** the proposed order.
- A submission confirmation screen appears with an Order ID number referencing the uploaded, proposed order.
- You can view the uploaded PDF order by clicking the hyperlink on the screen.

Example of Proposed Bankruptcy Order Submitted for Entry

United States Bankruptcy Court
Middle District of Tennessee

In re:

John Doe and
Jane Doe,

Debtor(s).

Case No. 3:24-bk-00000
Chapter 11 Case
Judge Assigned Case

ORDER GRANTING RELIEF FROM THE BANKRUPTCY COURT

On August 20, 2024, a hearing on the Debtors' Motion Seeking Relief from the Bankruptcy Court was heard. After entertaining arguments from all parties present, the court grants the Debtors permission for the relief requested, as more specifically set forth below:

1. This is only a sample order so that filers can ascertain the format which is necessary when filing a proposed order in the E-Orders Module.
2. Please note the spacing of the margins (4" top / 1" right, left, bottom).

IT IS SO ORDERED.

THIS ORDER WAS SIGNED AND ENTERED
ELECTRONICALLY AS INDICATED AT THE TOP OF THIS PAGE

APPROVED FOR ENTRY:

/s/ U.R. Counsel
U.R. Counsel
Attorney for Debtors (TN BPR #0000000)
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REPORTS

E-Orders allows users to stay current on the status of a proposed order by running the “Reports” feature (tab) in CM/ECF under the Proposed Order category and clicking on the “Order Query” report.

- ❖ The report feature contains various fields that allow customization for the query.
- ❖ The report also includes checkboxes which allow you to choose what types of orders you want to view.
- ❖ The report will “tag” the order as “Being Processed”, “No Action Taken”, etc.

TIPS

- ✓ Always check the Bankruptcy Court Middle District of Tennessee's webpage for any updates on current E-Orders requirements
- ✓ Review the E-Orders Guidelines and Procedures - Bankruptcy Court Middle District of Tennessee for a complete overview and "how-to" for filing proposed orders
- ✓ Do not make any assumptions of what the court or the clerk's office might do if there is a problem with an order upload
- ✓ Review the final order upload before clicking the Next button



We appreciate you taking the time to
review this E-Orders Preview

