

Uploading an Order to the Court

- Open ECF
- Select Bankruptcy or Adversary (select Adversary for MPs)



- For Bankruptcy
Use Single Order Upload
- For APs and MPs
Use Order Upload



- Enter case number and hit “Next.”
 - Enter the related Docket entry to your order and click Next, or leave blank and click Next to search.
 - If searching, select the fields you would like to select from and click Next.
 - If searching, select your related Docket Entry (you must select ONE and only ONE) and click Next.
 - Select your “Order Type” from the drop down box.
 - If you selected “Hearing Held” then enter the date and time of the docket on which your hearing was heard, otherwise leave blank.
 - Choose your file (in PDF form) to upload. Add any attachments to the order if appropriate and select Next. **This will complete the transaction!**
 - You will be taken to a verification screen providing you with an Order ID number.
 - Select “Do it Again” to return to the screen where you input your case number to upload another order.
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- To search for an uploaded order, select the Reports Menu from the top bar and then select “Order Query”
 - Enter you search criteria and select “Next”
 - The most useful searches may be just searching case by case, or just clicking the bottom box to search for orders being processed.