

September 10, 2024

**Teresa C. Azan**

Clerk of Court

UNITED STATES BANKRUPTCY COURT  
MIDDLE DISTRICT OF TENNESSEE

IN RE:

E-ORDERS IMPLEMENTATION  
and PROCEDURES,

ADMINISTRATIVE ORDER  
NO. 24-3

ORDER

The Bankruptcy Court for the Middle District of Tennessee will implement a new process for submission of orders by attorneys on or about September 16, 2024. This new process takes advantage of an orders feature ("E-Orders") in the Case Management/Electronic Case Filing ("CM/ECF") system. This is a feature of CM/ECF that is being used by many courts across the nation and will be familiar to many attorneys but, for others, will represent a slightly different approach to orders submission.

As a result of implementing the E-Orders module, this Court, with input from the Local Rules Subcommittee for the Nashville Bar Association, is in the process of revising the local rules to address the new orders program and procedures necessary to effectuate its use. Pending enactment of the local rules, the Court will adopt certain interim procedures to ensure a smooth transition to E-Orders for CM/ECF filers and the public.

Notwithstanding Local Bankruptcy Rules 5005-3 and 9072-1, the following procedures will govern pending formal adoption of the required changes in the local rules:

1. Unless otherwise ordered by the Court, a proposed order must be filed in electronic format using the orders module found in CM/ECF ("Bankruptcy/Adversary" → "Order Upload" → "Single Order Upload" or "Bankruptcy" → "Proposed Orders" → "Single Order Upload").

2. Proposed orders must comply with the following criteria before any order is uploaded to the orders module in CM/ECF:
  - (a) Unless the Court requires otherwise, all orders shall be prepared and uploaded for entry by the attorney for the prevailing party.
  - (b) All orders uploaded for entry must provide “Approved for Entry” in the section showing the signature(s) of the attorney(s) preparing and approving the order.
  - (c) The top portion of the first page of the document must have a four-inch margin. The remainder of the document must have one-inch margins. *See* paragraph (d) for page numbering multi-page proposed orders.
  - (d) All multi-page proposed orders are required to be numbered at the bottom, but the number at the bottom shall not be within the one-inch bottom margin so that the page numbering does not interfere with the electronic filing stamp added by the Clerk.
  - (e) All proposed orders must be in .pdf format, PDF-A compliant and adhere to the Administrative Procedures for Electronic Case Filing. PDFs must be visible, legible, and right-side up when uploaded to E-Orders.
  - (f) Scanned proposed orders will not be accepted by the Court for entry because they do not allow for modification by the Court if necessary.
  - (g) In limited circumstances, attachments to proposed orders are permitted in E-Orders. While the text of the order must be PDF-A compliant, there are circumstances when a scanned attachment to a proposed order is an integral part of the order. Such attachments may be scanned documents when they are copies of documents that are not capable of being provided in a PDF-A compliant format. In that event, scanned documents must be visible, easily readable, legible, right-side up, and adhere to the scanning requirements found in ECF Procedure 8.5 (300 x 300 “dpi” or higher).
3. CM/ECF filers and users shall be responsible for becoming knowledgeable and well-informed regarding the process for uploading proposed orders to the E-Orders program module, including review of materials available on the Court website.

These procedures will be in effect until such time as necessary revisions are adopted to the Local Rules for the Bankruptcy Court for the Middle District of Tennessee. Upon adoption of the local rules, this Order is automatically RESCINDED.

IT IS SO ORDERED.



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RANDAL S. MASHBURN  
CHIEF U.S. BANKRUPTCY JUDGE



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CHARLES M. WALKER  
U.S. BANKRUPTCY JUDGE