

Uploading Batch Orders (Standing Trustee)

1. Prepare Order using following guidelines:
 - a. 4 inch margin (i.e. 4 inches of "white space") from the top of the first page of the proposed order
 - b. The last page of the proposed order should contain the following character sequence, centered at the **end** of the text:

###

This serves as a signal to the system of the page/document end.
 - c. The proposed order **should not** contain a judge's signature line/block.

2. Convert Order to PDF;

3. Log into CM/ECF;

4. To Upload Batch Deduction Orders choose:
Bankruptcy<>Order Upload<>Upload Batch;

5. On the order information screen (shown below) select the following criteria:

<u>Field</u>	<u>Select</u>
Order Type:	Chapter 13 Trustee Orders Only (no hearing) or Chapter 13 Trustee Orders Only (hearing held)
Order Description:	Choose a Description from the Drop Down list based off the what type of order you are uploading.
Hearing Date:	If necessary enter a hearing date.
Case Numbers:	Enter the case numbers for which you are uploading orders;

Upload a Batch of Orders

Order Type	Chapter 13 Trustee Orders Only(no hearing) ▼
Order Description	Cease Deduction Order ▼
Hearing Date	<input type="text"/> Examples: 03/19/2002 or 03/19/02
Case Number(s)	<input type="text" value="05-60052"/> <input type="text" value="05-60053"/> <input type="text" value="05-60054"/>

6. The “Browse...” screen will display appear and provide a list of case names that correspond with the case numbers that you entered on the previous screen.

Browse for the pdf order that corresponds with the cases listed. Be very careful to select the correct pdf in each instance as you will have no opportunity to modify your selection once this screen is submitted.

Upload a Batch of Orders

05-60052-6-sdg George Jetson

05-60053-6-sdg George Jetson

05-60054-6-sdg George Jetson

Note: You can only upload files with a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process correctly through the court's noticing center.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Click “Next”. You’ll receive a message telling you that “**orders were uploaded and routed to CRD-Inbox folder successfully**”. This is your acknowledgment. Click “Next” again.

Upload a Batch of Orders

The following orders were uploaded and routed to CRD-Inbox folder successfully on 5/23/2005 - 11:16 AM

Order Type: Chapter 13 Trustee Orders Only(no hearing)

Order Description: Cease Deduction Order

05-60052-6-sdg, George Jetson

05-60053-6-sdg, George Jetson

05-60054-6-sdg, George Jetson

Please click on Next button to view the uploaded documents.

7. The final screen allows you to view any of the orders uploaded. If you have no further orders to upload, simply exit the program.