

Uploading Individual Orders - Order (Standing Trustee)

1. Log in to the NDNY Electronic Document Filing System;.
2. Batch orders confirming plan are uploaded via:
Bankruptcy<>Order Upload<>Upload Single;
3. Enter Case Number;
4. At the related document scree(shown below) you may enter the related document number (if you know it) or click Next.

05-60052-6-sdg George Jetson

Related Document Number Enter the document number of the related matter for which the order is being submitted.

Note: If you don't know the related document number, click on Next to continue.

5. At the select category screen, enter the category to which your order relates. You may also choose all categories by holding your control button down. If you are filing an:

Amended Order	Choose Order as your category
Order of Dismissal from a Confirmation Hearing	Choose Plan
Order Granting a Motion	Choose Motion

Upload a Single Order

Select the category to which your event relates:

Type
answer
appeal
caseupld
claims
cmp
court
credtrcd
cred
misc

Filed to

Documents to

Click 'Next'

6. At the next screen, choose the event to which your order relates

Upload a Single Order

Select the appropriate event(s) to which your event relates:

- 02/22/2005 [8](#) Order Confirming Chapter 13 Plan. (Zdanowicz, Thomas)
- 03/22/2005 [9](#) Order Converting Case to Chapter 12. Ch 13 Trustee Julian Mayfair removed from the case. Chapter 13 Trustee Julian Mayfair added to the case. Signed on 3/22/2005. Government Proof of Claim due by 9/18/2005. (Ventura, Dina)
- 03/22/2005 [10](#) Order Discharging Chapter 13 Trustee Signed on 3/22/2005. (Ventura, Dina)
- 04/21/2005 [12](#) Payroll Deduction Order for , , Signed on 4/21/2005. (Ventura, Dina)
- 05/10/2005 [13](#) Order Discharging Trustee Signed on 5/10/2005. (Ventura, Dina)
- 05/16/2005 [14](#) Order Discharging Trustee Signed on 5/16/2005. (Ventura, Dina)
- 05/23/2005 [15](#) Order Discharging Trustee Signed on 5/23/2005. (Ventura, Dina)
- 05/23/2005 [16](#) Order Discharging Trustee Signed on 5/23/2005. (Ventura, Dina)

7. At the order information screen, select the following criteria.

<u>Field</u>	<u>Select</u>
Order Type:	Chapter 13 Trustee Orders Only (hearing held) or Chapter 13 Trustee Orders Only (no hearing held);
Hearing Date:	If appropriate, enter a hearing date;
File to Upload	Enter the pdf file of the order;

Upload a Single Order

Case Number: 05-60052-6-sdg
Case Name: George Jetson
Related Document Number: 12
Related Document Description: Deduction Order

Order Type

Hearing Date Examples: 03/19/2002 or 03/19/02

File to Upload C:\Documents and Settings\dinav\My Documents

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'

8. You will then receive a message that the file was upload and routed successfully, see below:

Upload a Single Order

The new pdf file [219.pdf](#) was uploaded and routed to CRD-Inbox folder successfully on 6/7/2005 -- 10:33 AM

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

Case Number: 05-60052-6-sdg

Case Name: George Jetson

Related Document Number: 16

Related Document Description: Order Discharging Trustee

[Do it again](#)

This screen allows you to view the order that was uploaded. If you have no further orders to upload, simply exit the program. Otherwise, you may say "Do it again"

