

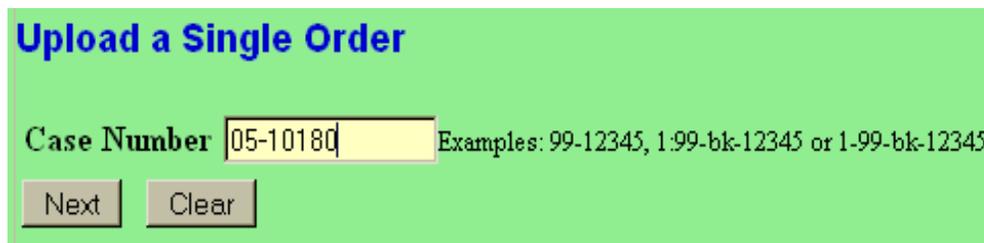
## Uploading PDF Orders for Signature (Single) (Standing Trustee)

**Important:** Do not submit ex parte orders using this method. Please continue to submit all ex parte orders to the Court conventionally (along with any application or motion underlying an ex parte order).

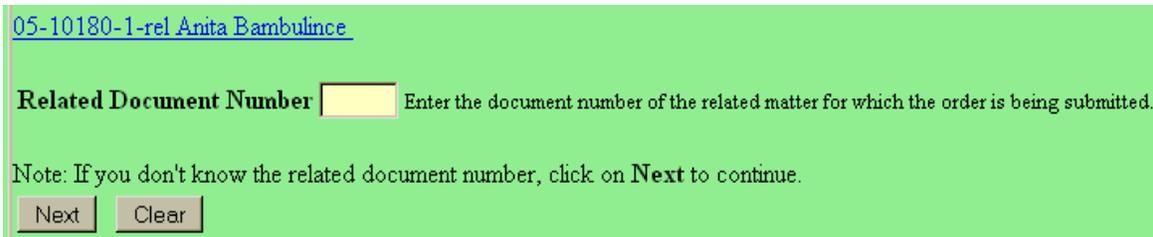
- 1) Log in to the NDNY Electronic Document Filing System;
- 2) Single orders (non-batch) are uploaded to the Court via:  
***Bankruptcy<>Order Upload<>Upload Single;***

**NOTE:** Single orders should only be submitted subsequent to the return date.

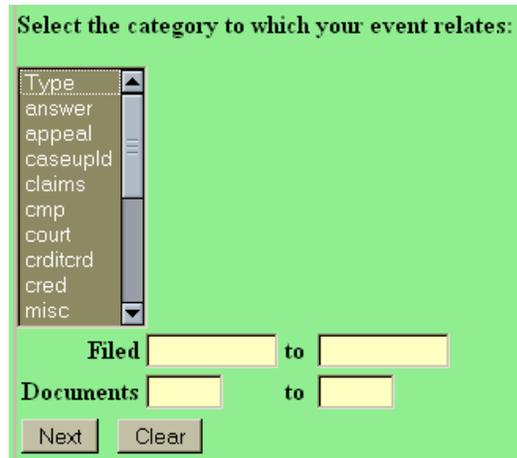
- 3) Enter the case number and click “Next”.



- 4) At the “related document screen”, enter the related document number (and proceed to step 7). If you don’t know the document number, click “Next”.



- 5) At the “category screen”, select the **category** to which your order relates.



For example, if your order is upon a motion, select ‘motion’ as your category; if your order pertains to a plan, select ‘plan’ as your category; if your order amends a prior order, select ‘order’, etc. (Alternatively, you may select multiple categories by holding down the Ctrl button or select *all* categories by dragging with your mouse, as pictured.)

Click “Next”.

- 6) On the screen that follows, select the **specific item** to which your order relates and click “Next”.

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

- 06/27/2005 [3](#) Motion for Relief from Stay *Re: Retail Installment Purchases*. Receipt Number cc, Fee Amount \$150, Filed by Acme Corp.. (Mason, Perry)
- 06/27/2005 [4](#) Motion for Adequate Protection Filed by North Central Positronics. (Barrister, Simon)
- 07/05/2005 [6](#) Motion by Ch. 13 Trustee to Determine Value Combined with Certificate of Service.. Hearing scheduled for 7/19/2005 at 09:00 AM at Albany CourtRoom. (Celli, Andrea). (Entered: 07/19/2005)

- 7) a) The next screen asks first for the “**Order Type**”. Select either:  
“Chapter 13 Trustee Orders Only (hearing held)”  
or  
“Chapter 13 Trustee Orders Only (no hearing held)” - whichever is appropriate.
- b) Enter the “**Hearing Date**” if applicable.
- c) Browse for the order PDF file;

Case Number: 05-10180-1-rel  
Case Name: Anita Bambulince  
Related Document Number: 6  
Related Document Description: Ch.13 Trustee's Motion to Determine Value

Order Type

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

File to Upload

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.

Be very careful to select the correct PDF as you will have no opportunity to modify your selection once this screen is submitted.  
Click “Next”.

- 8) When you receive the acknowledgment below, your order has been uploaded. (To submit another order, click “Do it again” and proceed from step 3.)

The new pdf file [242.pdf](#) was uploaded and routed to CRD-Inbox folder successfully on 7/19/2005 -- 10:50 AM

Order Type: Chapter 13 Trustee Orders Only(hearing held)  
Case Number: 05-10180-1-rel  
Case Name: Anita Bambulince  
Related Document Number: 6  
Related Document Description: Ch.13 Trustee's Motion to Determine Value  
Hearing Date: 7/19/2005

[Do it again](#)