

## ATTORNEY GUIDELINES - ELECTRONICALLY SUBMITTED PROPOSED ORDERS

Two events are available to tender an order electronically.

Bankruptcy\Other\Proposed Consent Order  
Bankruptcy\Other\Proposed Order

Trustees and the Bankruptcy Administrator may use these two events or continue to use the events found in the Trustee/BA category.

### HELPFUL HINTS-ELECTRONICALLY SUBMITTED PROPOSED ORDERS

1. Tender in PDF format with the **Local Form 2 - Tender of Order Form** included
2. Tender Ex Parte Orders **separately** from the Ex Parte Motions
3. Do not tender order prior to notice period expiring for the document the order references, including the 3-day mailing period.
4. Link the proposed order to the related document.
5. Type into the available text box a brief description of the related matter.
6. Proposed Consent Orders are not required to have signatures. See Administrative Orders regarding electronically submitted proposed orders.

Example text of an electronically submitted proposed order:

Proposed Order *Allowing Motion for approval of Sale of Real Property* (related document(s) [12]).  
(Trustee, Mr.)

(Text in *italics* and **bold** identifies words that are typed into the entry by the filer of the proposed order.)