



E-Orders

Submitting a proposed order

United States Bankruptcy Court for the
Southern District of Alabama

The E-Orders program allows registered CM/ECF users to upload a proposed order directly into ECF. This program will take the place of our current process of accepting proposed orders via email. Orders uploaded in ECF will be electronically routed to the judge. The court will no longer be accepting orders via email after May 31, 2022.


The materials below will walk you through how to submit a proposed order through CM/ECF.

First, log into the CM/ECF System with your login and password:

Alabama Southern Bankruptcy Court (test) Login

* Required Information

Username *

KEVINMARTELAALSBATY 

Password *

..... 

Client Code



Login

Clear

[Need an account?](#) | [Forgot password?](#) | [Forgot username?](#)

To upload a proposed order in a bankruptcy case, click on Bankruptcy on the menu at the top of the CM/ECF screen. If you are uploading a proposed order in an Adversary Proceeding, you would click on Adversary on the top menu. For the purposes of this guide, we will be uploading a proposed order in a Bankruptcy case.



CM  ECF

Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Bankruptcy Events

General Filing <ul style="list-style-type: none">AppealClaim Actions & Creditor Claimant ActivityClaim Actions (Previously Filed Claims)File ClaimsMotions/ApplicationsNoticesObjection/Response/Reply to Motions/ApplicationsOther/MiscellaneousPlans/Disclosure Statements...Self-Scheduling Events and Motions	Case Opening <ul style="list-style-type: none">Creditor MaintenanceJudge/Trustee AssignmentOpen Involuntary BK CaseOpen Voluntary BK Case (Must use CaseUpload)Open Voluntary BK Case	Proposed Orders <ul style="list-style-type: none">Order Upload
---	--	---

Click on Single Order Upload.



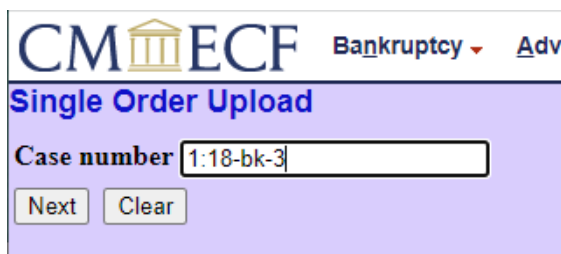
CM  ECF

Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Help Log Out

Order Upload for Bankruptcy

[Single Order Upload](#)

Enter the case number that the order being upload relates. Once the case number has been entered, click on Next.



CM ECF Bankruptcy Adv

Single Order Upload

Case number

If you know the motion to which this proposed order relates, you may enter it into the related document number box. If you do not know the document number, you may click on Next.



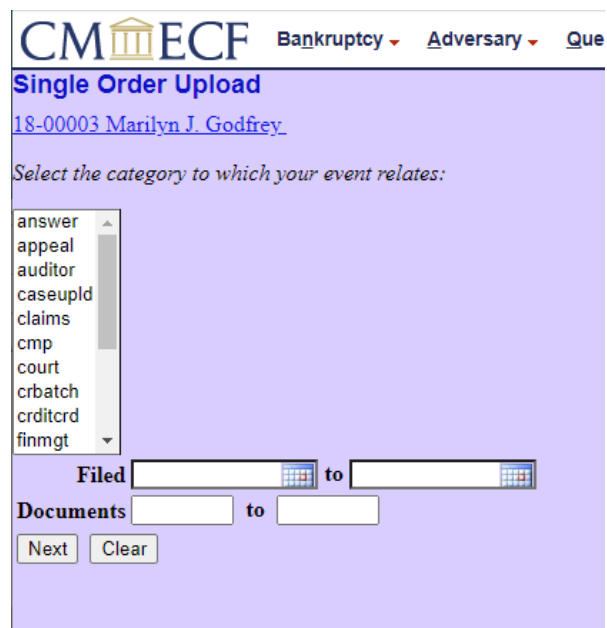
CM ECF Bankruptcy Adversary Qu

Single Order Upload

[18-00003 Marilyn J. Godfrey](#)

Related document number

We are now presented with a screen that asks us to select the category to which your proposed order relates. You are welcome to select all categories by clicking and dragging your mouse or choose the option Motion.



CM ECF Bankruptcy Adversary Que

Single Order Upload

[18-00003 Marilyn J. Godfrey](#)

Select the category to which your event relates:

answer
appeal
auditor
caseupld
claims
cmp
court
crbatch
crditcrd
finmgt


Filed to

Documents to

Find your motion from the list, in this example we are filing a proposed order on document #130 Motion to Extend Time to File Schedules

08/10/2020 130 Motion to Extend Time to File Schedules Filed by Daniel B. O'Brien . (KRM)

The CM/ECF system will automatically populate the date and time the hearing was held. Note that orders may not be submitted prior to the hearing date. Under special circumstances, such as those related to unscheduled matters, you may change the Order Type selection drop down to Other.

CM  **ECF** [Bankruptcy](#) ▾ [Adversary](#) ▾ [Query](#) [Reports](#) ▾



Single Order Upload

[18-00003 Marilyn J. Godfrey](#)

You must comply with all requirements for electronically submitted orders before uploading. (<https://www.alsb.uscourts.gov/submitting-proposed-orders>) before uploading your order.

Related document number: 130
Related document description: Motion to Extend Time

Order type ▾

Hearing date  

It is now time to browse your local computer or network for your proposed order. Proposed orders must be saved in Word format. **Note: Word Perfect and Adobe pdf documents will not be accepted.** Browse to locate the proposed order on your computer and select Open.

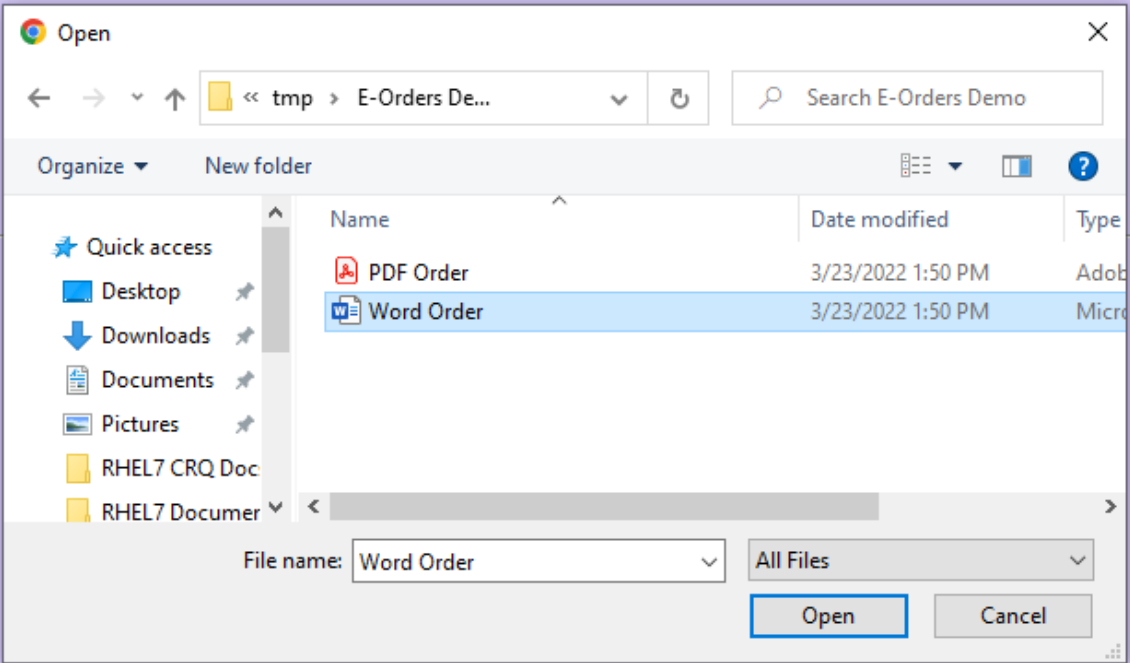
CM ECF Bankruptcy Adversary Query Reports Utilities Search Help Log Out

Single Order Upload

Filename
Choose File No file chosen

Attachments to Document: No Yes

Next Clear




The screenshot shows a Windows File Explorer window titled "Open" with the address bar set to "tmp > E-Orders De...". The search bar contains "Search E-Orders Demo". The left sidebar shows "Quick access" with "Desktop" selected. The main pane displays a table of files:

Name	Date modified	Type
PDF Order	3/23/2022 1:50 PM	Adobe PDF Document
Word Order	3/23/2022 1:50 PM	Microsoft Word Document

The "Word Order" file is selected. The "File name" field at the bottom contains "Word Order" and the file type is set to "All Files". The "Open" button is highlighted.

The file name and path to my proposed order has been loaded. If you have attachments, you may browse and upload those at this time.

We are now presented with a confirmation screen informing us that the proposed order we submitted was successfully uploaded. You may click on the order ID to view your order and may want to save or print this confirmation screen for future reference.

CM  **ECF** [Bankruptcy](#) ▾ [Adversary](#) ▾ [Query](#) [Reports](#) ▾ [Utilities](#) ▾ [Se](#)

Single Order Upload

[18-00003 Marilyn J. Godfrey](#)

The new document Word Order.docx was uploaded successfully on 5/9/2022 at 7:25 PM

Order type: Hearing Held
[18-00003 Marilyn J. Godfrey](#)

Related document number: 130
Related document description: Motion to Extend Time
Order ID: [208](#)
Hearing date: 5/3/2022

[Do it again](#)