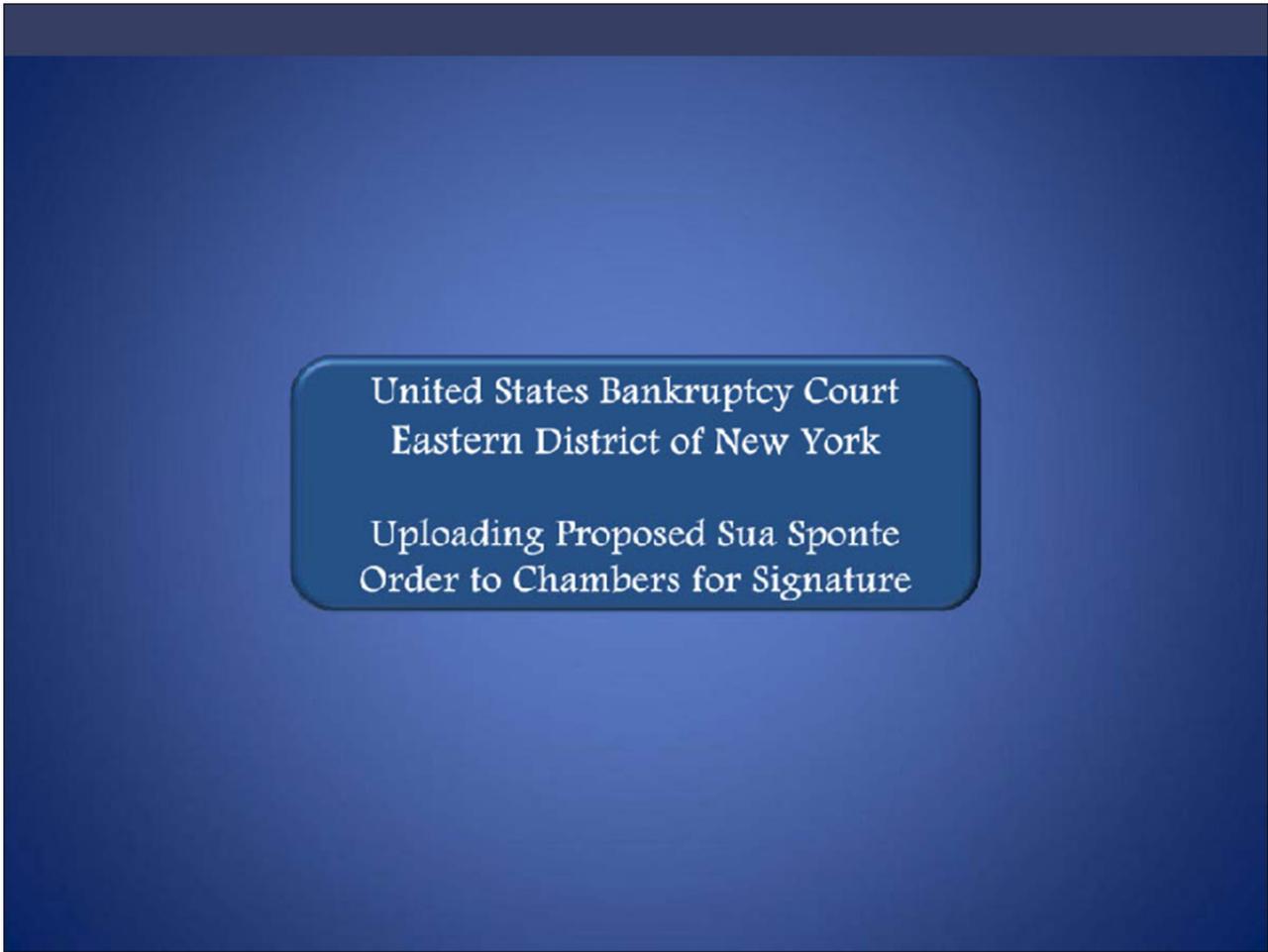


Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 1 - Welcome



Welcome to the United States Bankruptcy Court Eastern District of New York's lesson on Uploading Proposed Sua Sponte Order to Chambers for Signature.

Uploading Proposed Sua Sponte Order to Chambers for Signature

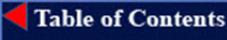
Slide 2 - Navigation Instructions

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Navigation Instructions

Table of Contents:

Use the Table of Contents (TOC) to jump to different sections of the module. You can open it and close it with either:

The arrow in the top left corner of the screen, 

Or

The TOC button in the Navigation bar. 

Playback Controls:

Playback controls are located at the bottom of the screen. They may be used to move forward or back, or to rewind to the beginning of the lesson. The playback controls also include a pause/play button toggle. 

You can turn the audio on or off by clicking the speaker icon. 

Additional Information:

Additional information on this module will be displayed when the filer clicks on the “i”. 

Additional filing information is displayed when the mouse hovers over the tip star icon. 

Select START when you are ready to begin.

START

Slide 3 - Objective

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court



Objective

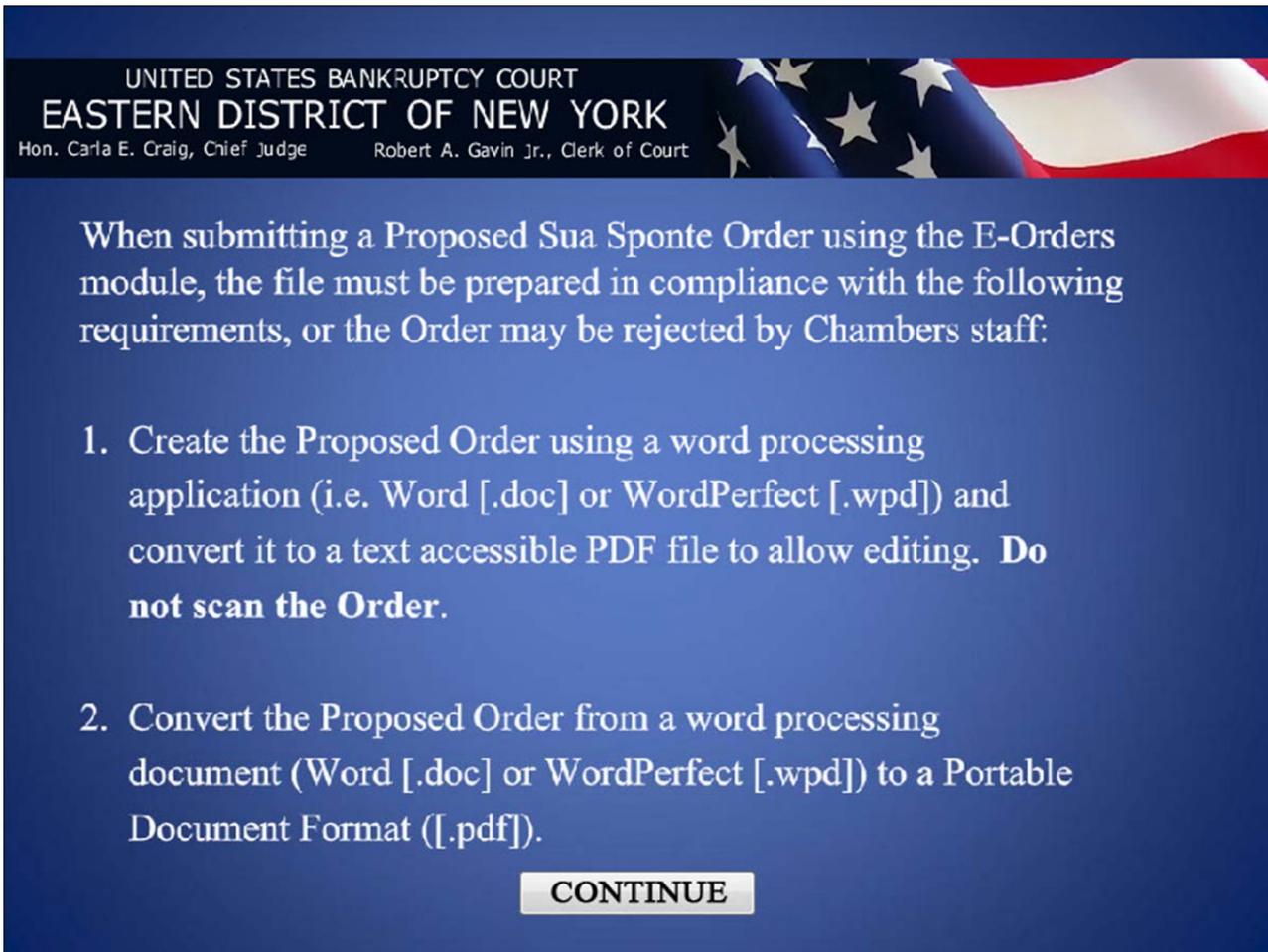
At the end of this lesson, you will be able to:

1. Use the **Upload Proposed Order** sub-menu.
2. Prepare a Proposed Sua Sponte Order PDF to be uploaded to Chambers.

CONTINUE

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 4 - Order Requirements



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

When submitting a Proposed Sua Sponte Order using the E-Orders module, the file must be prepared in compliance with the following requirements, or the Order may be rejected by Chambers staff:

1. Create the Proposed Order using a word processing application (i.e. Word [.doc] or WordPerfect [.wpd]) and convert it to a text accessible PDF file to allow editing. **Do not scan the Order.**
2. Convert the Proposed Order from a word processing document (Word [.doc] or WordPerfect [.wpd]) to a Portable Document Format ([.pdf]).

[CONTINUE](#)

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 5 - Order Requirements (Cont'd)

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

Hon. Carla E. Craig, Chief Judge

Robert A. Gavin Jr., Clerk of Court

3. Do not use pleading lines or elaborate formatting such as borders, graphics, special date codes or colors, file locations, data merging, hyperlinks, column formats and page numbers.
4. Leave a four-inch margin at the bottom of the last page of the Proposed Order for the date and the Judge's signature. Do not include a date or line for the date or Judge's signature. The date of the Order and the Judge's signature will automatically be affixed by the system.
5. When assigning a filename to your PDF document, do not use any special characters such as !@#\$%^&*()-={ }[]\?;.,'

CONTINUE

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 6 - ECF Main Menu

uscourts.gov https://ecf-train.nyeb.uscourts.gov/cgi-bin/login.pl Google

CM/ECF **Bankruptcy** Adversary Query Reports Utilities Search Logout

Select Bankruptcy

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

**U.S. Bankruptcy Court
Eastern District of New York
Official Court Electronic Document Filing System**

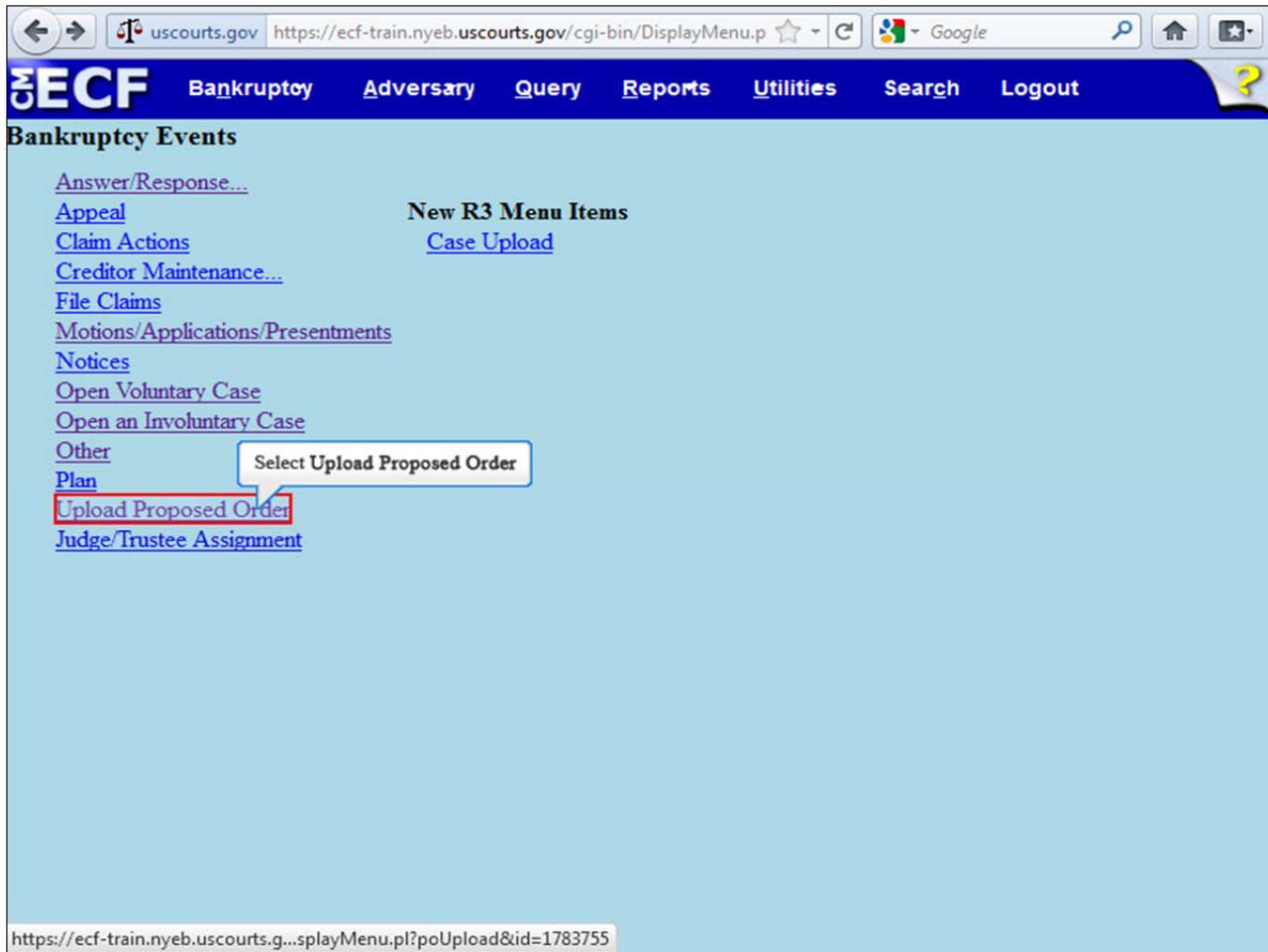
[PLEASE NOTE: CM/ECF is unavailable every weekday morning between 5:30 a.m. and 5:45 a.m. We apologize for any inconvenience.](#)

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rules of Civil Procedure 11 and Federal Rules of Bankruptcy Procedure 0011. Evidence of

After successfully logging in to CM/ECF, select **Bankruptcy** if you are uploading a Proposed Order to a bankruptcy case, or select **Adversary** if you are uploading a Proposed Order to an adversary case. For this lesson, select **Bankruptcy**.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 7 - Bankruptcy Events

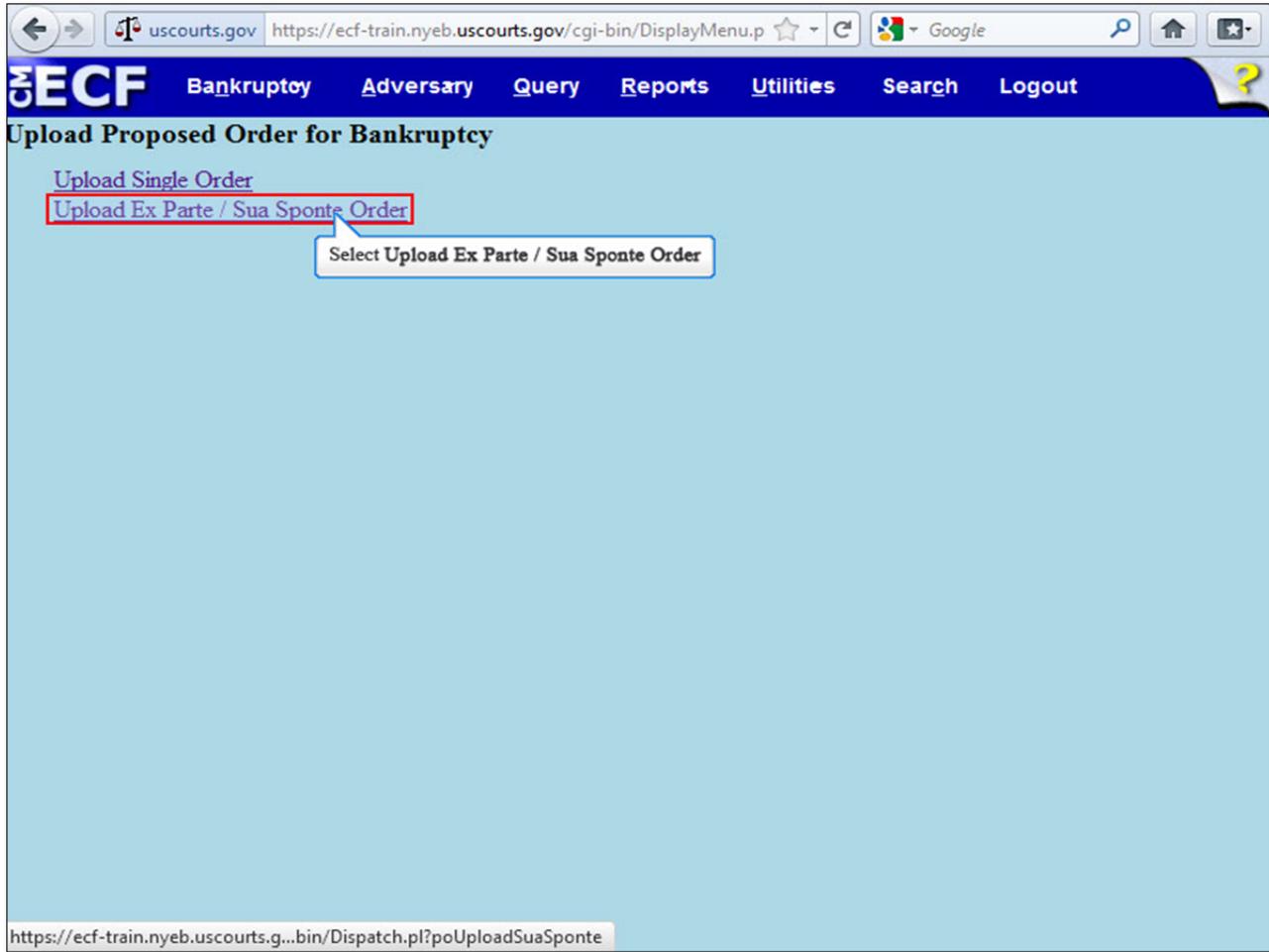


From the **Bankruptcy Events** menu, select **Upload Proposed Order**.

TIP: If you were uploading a Proposed Order to an adversary case, you would select the same **Upload Proposed Order** option in the **Adversary Events** menu.

Uploading Proposed Sua Sponte Order to Chambers for Signature

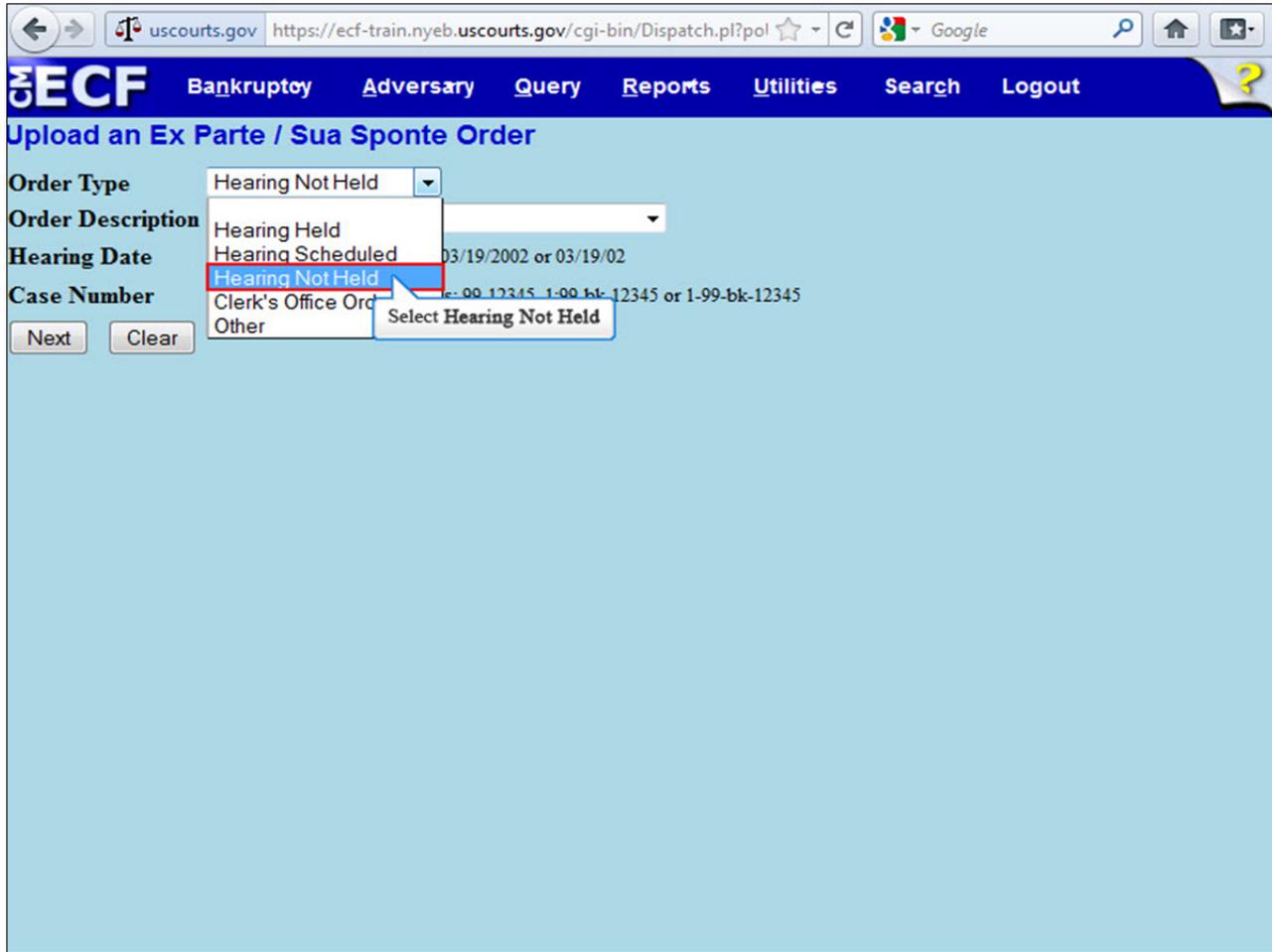
Slide 8 - Upload Proposed Order for Bankruptcy



As our Proposed Order is related to an Ex Parte Motion to Amend Caption, select **Upload Ex Parte / Sua Sponte Order**.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 9 - Order Type

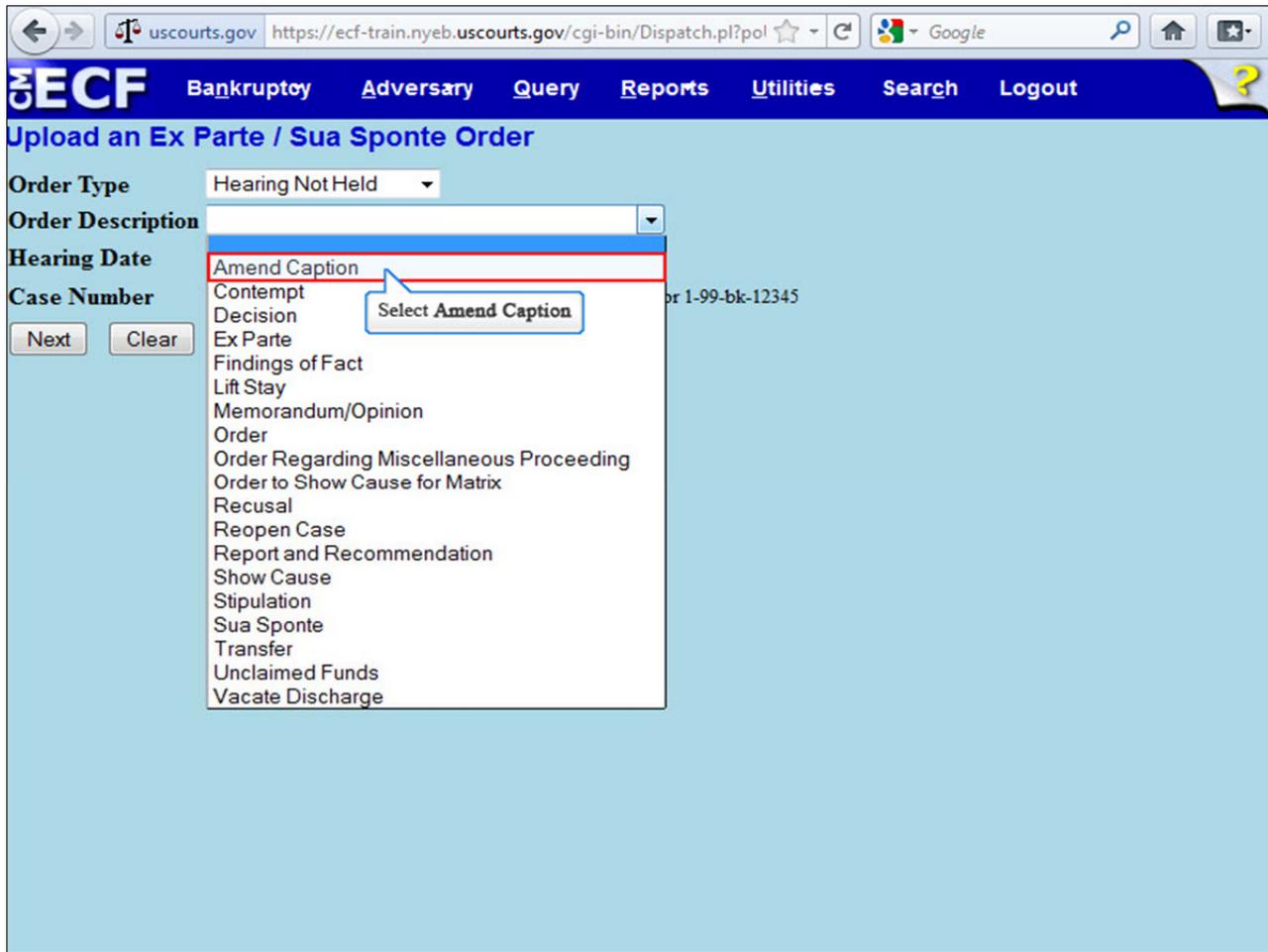


The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?pol>. The page title is "Upload an Ex Parte / Sua Sponte Order". The "Order Type" dropdown menu is open, showing the following options: "Hearing Held", "Hearing Scheduled", "Hearing Not Held", "Clerk's Office Order", and "Other". The "Hearing Not Held" option is highlighted with a red box. A tooltip message "Select Hearing Not Held" is visible next to the highlighted option. The "Order Description" dropdown is set to "Hearing Held", "Hearing Date" is "03/19/2002 or 03/19/02", and "Case Number" is "1-99-12345, 1-99-bk-12345 or 1-99-bk-12345". There are "Next" and "Clear" buttons at the bottom left of the form.

Select **Hearing Not Held** from the **Order Type** list, as the Ex Parte Motion will not have a hearing.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 10 - Order Description



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?pol>. The page title is "Upload an Ex Parte / Sua Sponte Order". The interface includes a navigation bar with links for "Bankruptcy", "Adversary", "Query", "Reports", "Utilities", "Search", and "Logout". The main form area contains the following fields:

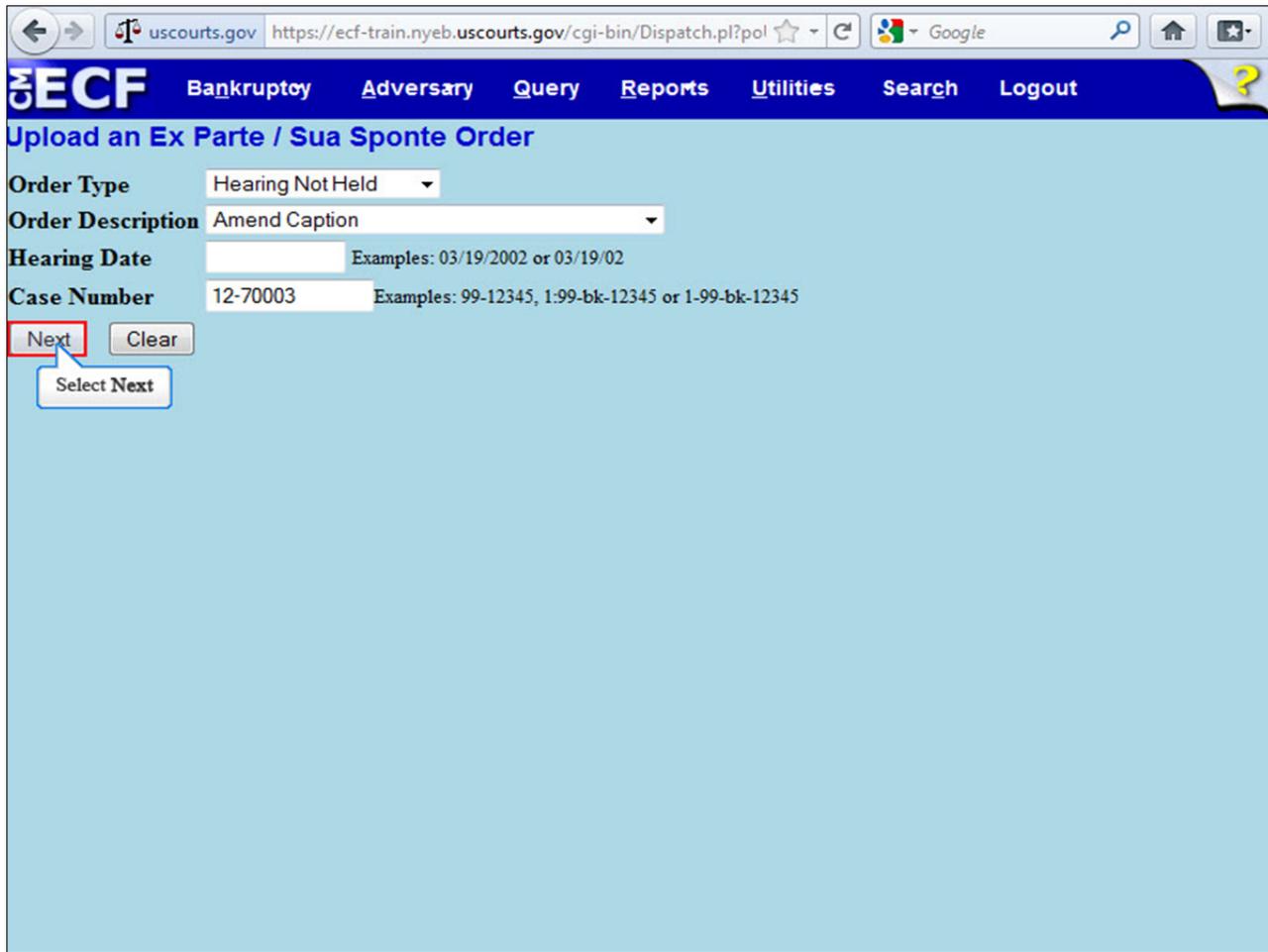
- Order Type:** Hearing Not Held
- Order Description:** A dropdown menu is open, showing a list of options. "Amend Caption" is highlighted in blue, and a callout box points to it with the text "Select Amend Caption".
- Hearing Date:** (Empty field)
- Case Number:** (Empty field)

Buttons for "Next" and "Clear" are located below the "Case Number" field. A partial case number "or 1-99-bk-12345" is visible to the right of the dropdown menu.

Select **Amend Caption** from the **Order Description** list, as the Proposed Order is related to a Motion to Amend Caption.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 11 - Hearing Date / Case Number



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?pol>. The page title is "Upload an Ex Parte / Sua Sponte Order". The interface includes a navigation bar with links for Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main form contains the following fields:

- Order Type:** Hearing Not Held (dropdown menu)
- Order Description:** Amend Caption (dropdown menu)
- Hearing Date:** (empty text box) with examples: 03/19/2002 or 03/19/02
- Case Number:** 12-70003 with examples: 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Below the Case Number field, there are three buttons: "Next" (highlighted with a red box), "Clear", and "Select Next" (which is a tooltip for the "Next" button).

Leave the **Hearing Date** box blank, as the Motion to Amend Caption will not have a hearing. Enter your **Case Number**, and select **Next** to continue.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 12 - File to Upload

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?768>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Upload an Ex Parte / Sua Sponte Order" for Case: 8-12-70003-ast Merideth Samuels and Frank Samuels.

The "File to Upload" section contains a text input field, a "Browse..." button (highlighted with a red box), and a note: "Note: You can only upload files with a .pdf extension." Below this is the "Settlement Date" section with a text input field and a "Select Browse..." button. The "Notes" section is a large text area.

The "Please Upload Additional Order Related Document(s):" section includes:

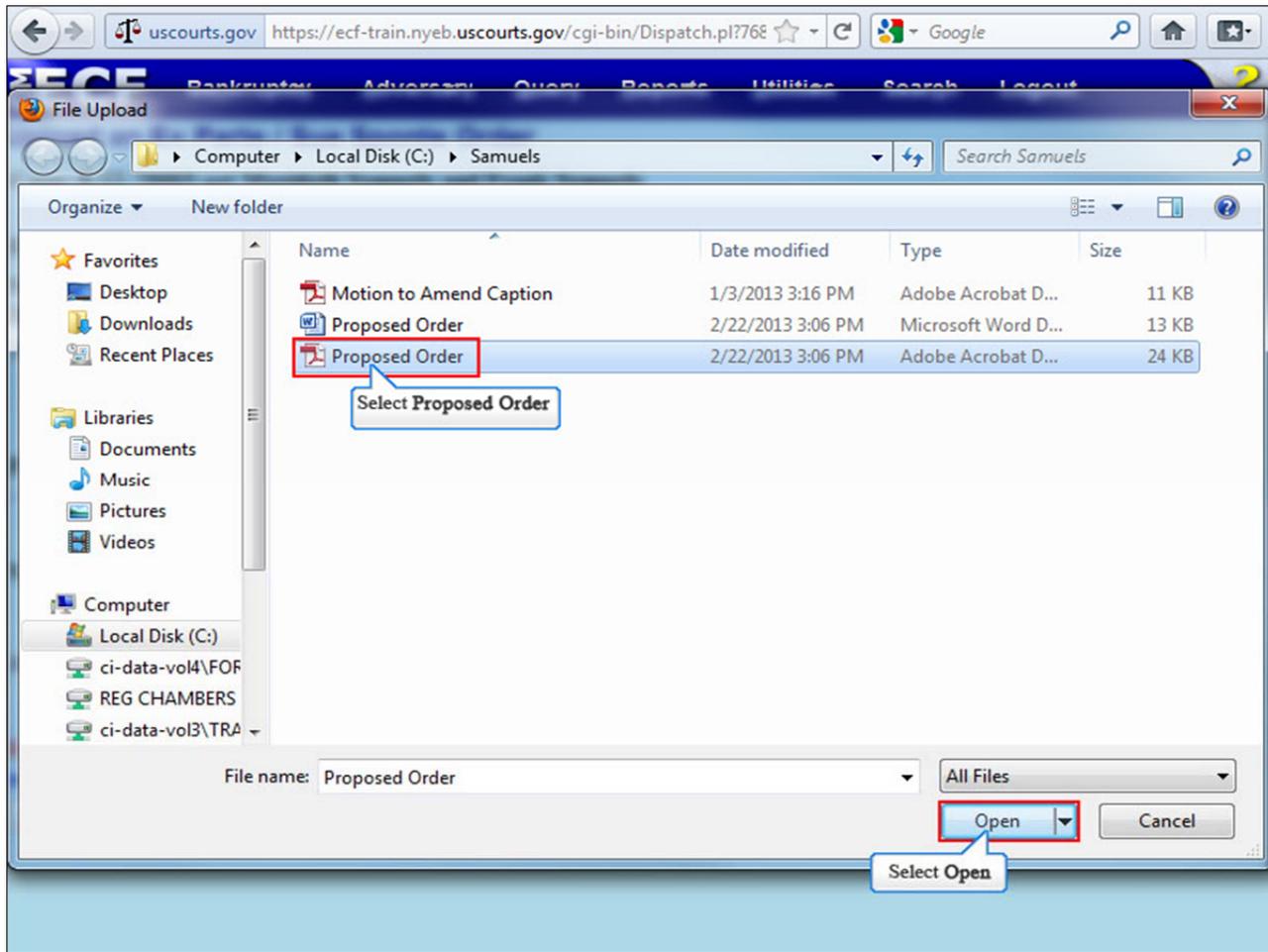
- "Please Upload Word Processing Document (Required for external users / Optional for internal users):" with a "Word Document" input field and a "Browse..." button. Note: "Submit a copy of the order in .doc, .docx, or .wpd format."
- "Please Upload Additional PDF Document (Optional):" with an "Attachment:" input field and a "Browse..." button. Note: "Submit additional order related document (exhibition, etc.)."
- A checkbox labeled "The attachment is a Form 21".

An attention warning is displayed: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom are "Next" and "Clear" buttons.

Select **Browse...** to upload the Proposed Sua Sponte Order in PDF.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 13 - File to Upload (Cont'd)



Select the **Proposed Order** PDF document. It is highly recommended that you first right-click to open and view any file you are uploading to confirm that it is the correct document. Select **Open** to upload the Proposed Order.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 14 - Upload Word Document

The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?768>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main heading is "Upload an Ex Parte / Sua Sponte Order" for Case: 8-12-70003-ast Merideth Samuels and Frank Samuels.

The form contains the following fields and options:

- File to Upload:** A text box containing "C:\Samuels\Proposed Order.pdf" and a "Browse..." button. A note states: "Note: You can only upload files with a .pdf extension."
- Settlement Date:** A text box with "Examples: 03/19/2002 or 03/19/02" as a hint.
- Notes:** A large text area for providing additional information.
- Please Upload Additional Order Related Document(s):**
 - Word Document:** A text box and a "Browse..." button. A note says: "Please Upload Word Processing Document (Required for external users / Optional for internal users): Note: Submit a copy of the order in .doc, .docx, or .wpd format." The "Browse..." button is highlighted with a red box.
 - Please Upload Additional PDF Document (Optional):** A text box and a "Select Browse..." button.
 - Attachment:** A text box and a "Browse..." button. A note says: "Note: Submit additional order related document (exhibition, etc.)." Below this is a checkbox labeled "The attachment is a Form 21".

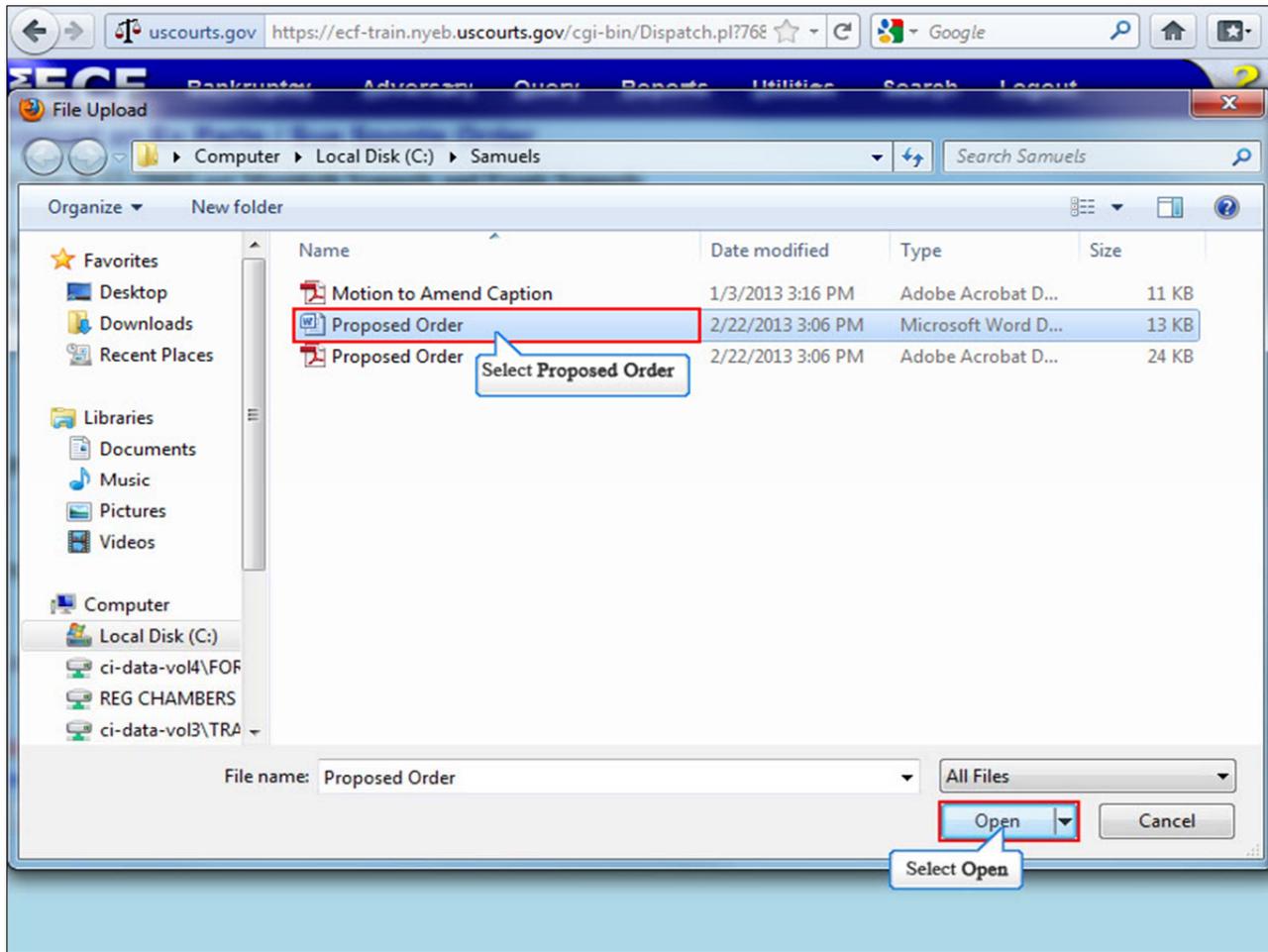
At the bottom, there is an **Attention!!** warning: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." Below the warning are "Next" and "Clear" buttons.

Leave the **Settlement Date** box blank. Use the **Notes** box to provide only additional information to help Chambers understand an out-of-the-ordinary Proposed Sua Sponte Order. It is recommended that this box be used on a limited basis.

In addition to a PDF version, the Proposed Sua Sponte Order must also be uploaded in word processing format (i.e. Word, WordPerfect). Select the **Browse...** button next to **Word Document** to do so.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 15 - Upload Word Document (Cont'd)



Select the Word version of the **Proposed Order**, and select **Open** to upload the Proposed Order.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 16 - Additional Attachment / Committing Transaction

The screenshot shows the ECF system interface for uploading a proposed order. The browser address bar shows the URL: <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?768>. The page title is "Upload an Ex Parte / Sua Sponte Order". The case number is "Case: 8-12-70003-ast Merideth Samuels and Frank Samuels".

The "File to Upload" section has a text input field containing "C:\Samuels\Proposed Order.pdf" and a "Browse..." button. A note states: "Note: You can only upload files with a .pdf extension." Below this is a "Settlement Date" field with a text input and a note: "Examples: 03/19/2002 or 03/19/02". There is also a "Notes" text area.

The "Please Upload Additional Order Related Document(s):" section includes:

- "Please Upload Word Processing Document (Required for external users / Optional for internal users):" with a "Word Document" field containing "C:\Samuels\Proposed Order.docx" and a "Browse..." button. A note says: "Note: Submit a copy of the order in .doc, .docx, or .wpd format."
- "Please Upload Additional PDF Document (Optional):" with an "Attachment:" field and a "Browse..." button. A note says: "Note: Submit additional order related document (exhibition, etc.)."
- A checkbox labeled "The attachment is a Form 21".

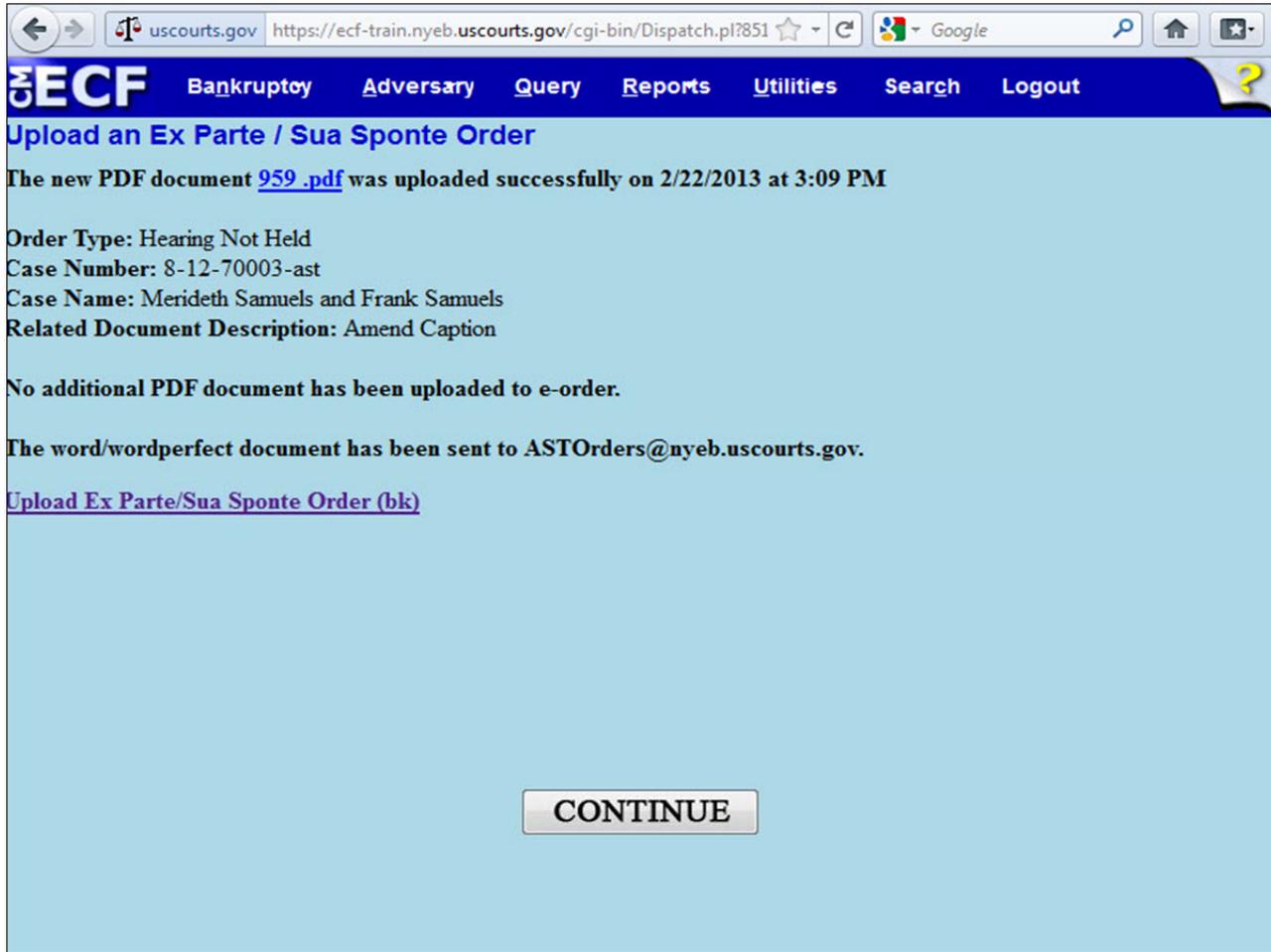
An "Attention!!" message in red and blue text reads: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom, there are "Next" and "Clear" buttons. A tooltip for the "Next" button says "Select Next".

You may also add an Additional **Attachment** to a Proposed Order, such as an exhibit. However, you must comply with the Judges' guidelines when uploading additional PDF documents with the Proposed Order. Also, you should only upload an Additional Attachment at the direction of Chambers.

If you are adding an Additional Attachment, and that attachment is a **Form 21**, the Statement of Social-Security Number(s), place a check in the corresponding box. Before committing your transaction, make sure that the information entered and documents uploaded on this screen are correct, as you will have no further opportunity to modify this submission if you continue. Once you have made sure that all information is correct, select **Next** to continue.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 17 - Upload Successful



The screenshot shows a web browser window with the URL <https://ecf-train.nyeb.uscourts.gov/cgi-bin/Dispatch.pl?851>. The page header includes the ECF logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, Search, and Logout. The main content area is light blue and displays the following information:

Upload an Ex Parte / Sua Sponte Order

The new PDF document [959.pdf](#) was uploaded successfully on 2/22/2013 at 3:09 PM

Order Type: Hearing Not Held
Case Number: 8-12-70003-ast
Case Name: Merideth Samuels and Frank Samuels
Related Document Description: Amend Caption

No additional PDF document has been uploaded to e-order.

The word/wordperfect document has been sent to ASTOrders@nyeb.uscourts.gov.

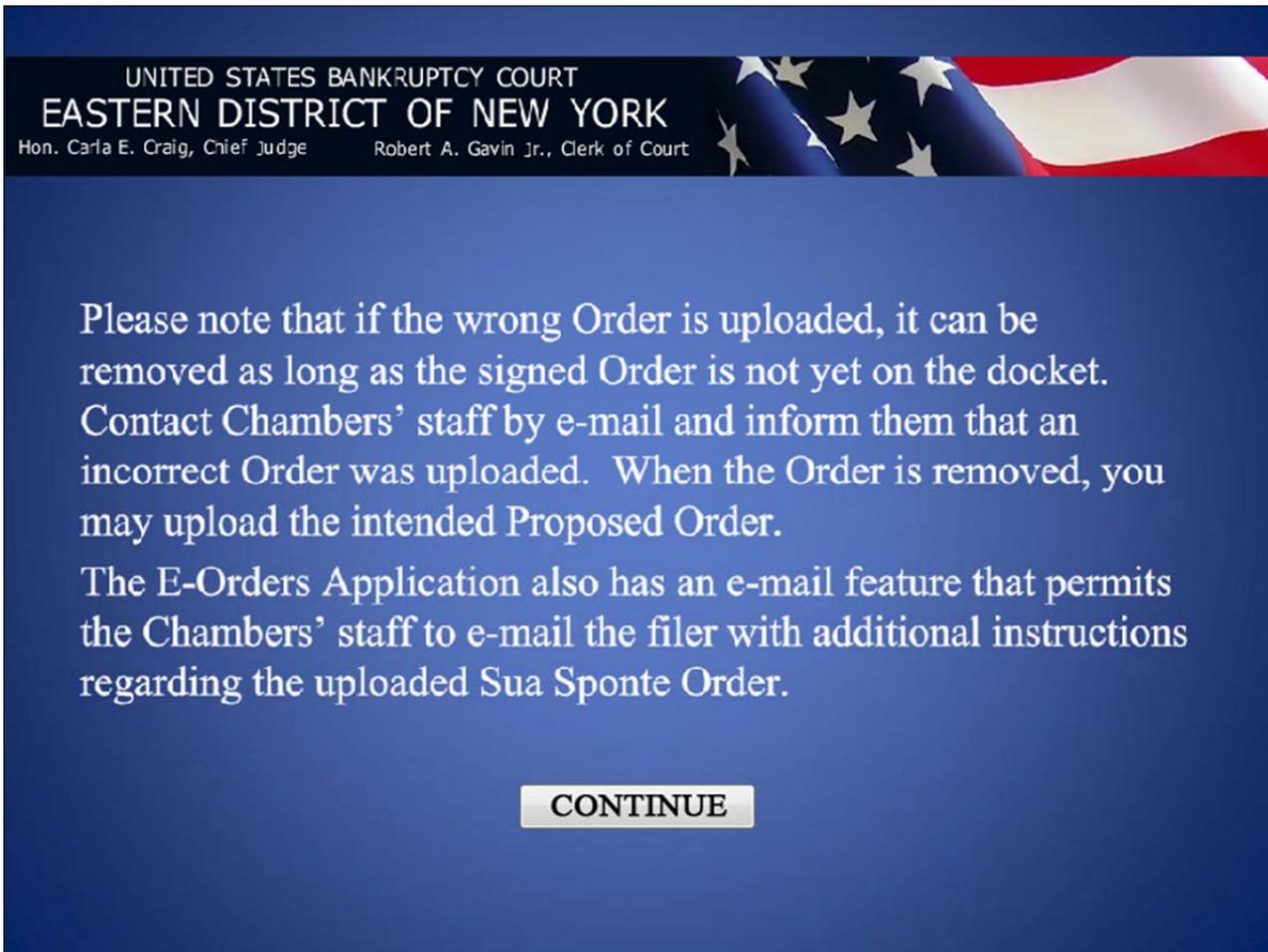
[Upload Ex Parte/Sua Sponte Order \(bk\)](#)

At the bottom of the page, there is a button labeled "CONTINUE".

When you reach this screen, the Proposed Order has been uploaded successfully. The filer will then receive an e-mail notification acknowledging the receipt of the Proposed Order. Once the Order has been signed by the Judge and docketed by the Clerk's Office, the filer will receive an e-mail notification in the form of a **Notice of Electronic Filing**. If you need to upload another proposed Order, select **Upload Ex Parte/Sua Sponte Order (bk)**.

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 18 - After Uploading the Proposed Order



UNITED STATES BANKRUPTCY COURT
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Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

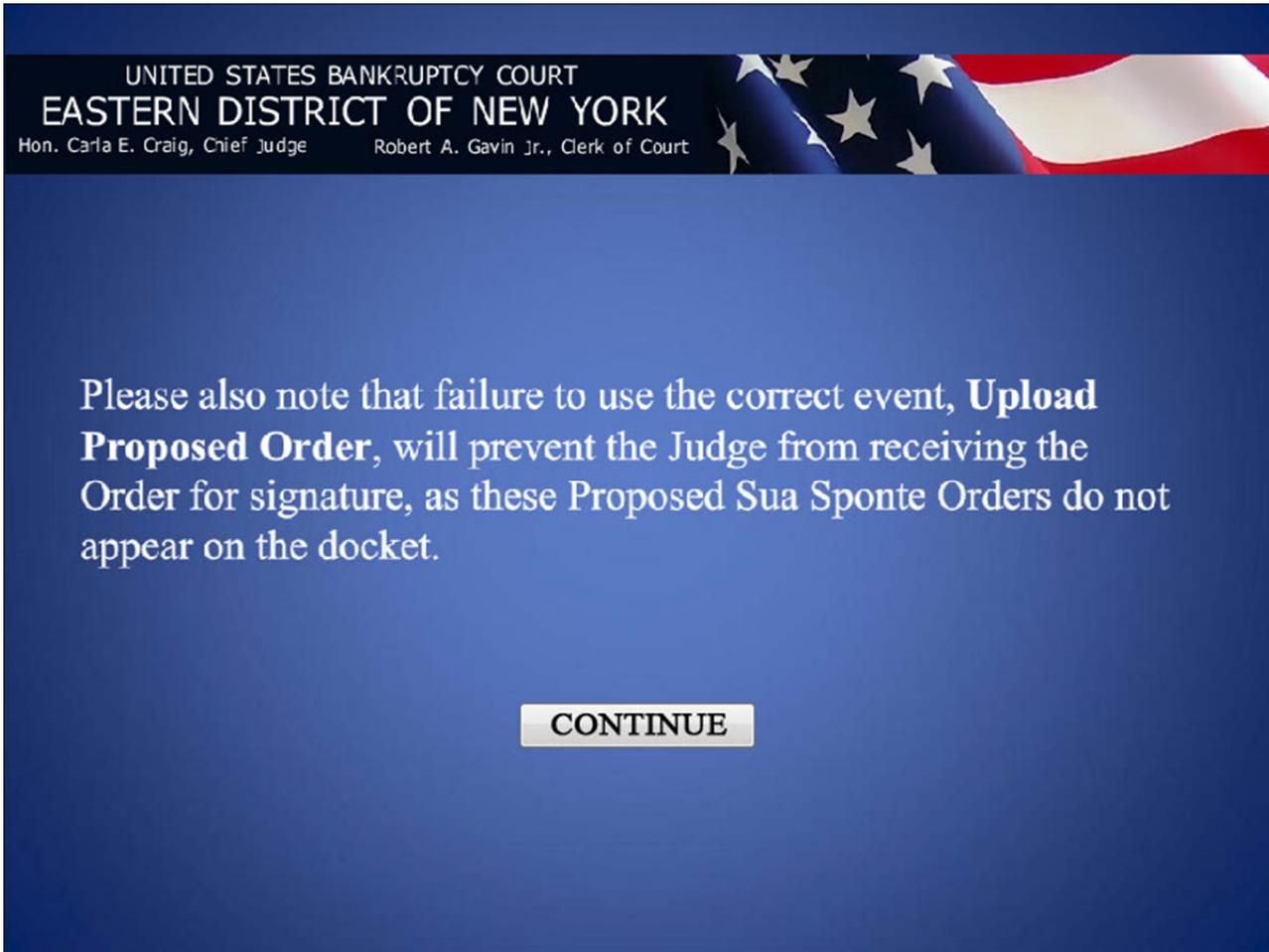
Please note that if the wrong Order is uploaded, it can be removed as long as the signed Order is not yet on the docket. Contact Chambers' staff by e-mail and inform them that an incorrect Order was uploaded. When the Order is removed, you may upload the intended Proposed Order.

The E-Orders Application also has an e-mail feature that permits the Chambers' staff to e-mail the filer with additional instructions regarding the uploaded Sua Sponte Order.

CONTINUE

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 19 - After Uploading the Proposed Order (Cont'd)



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK

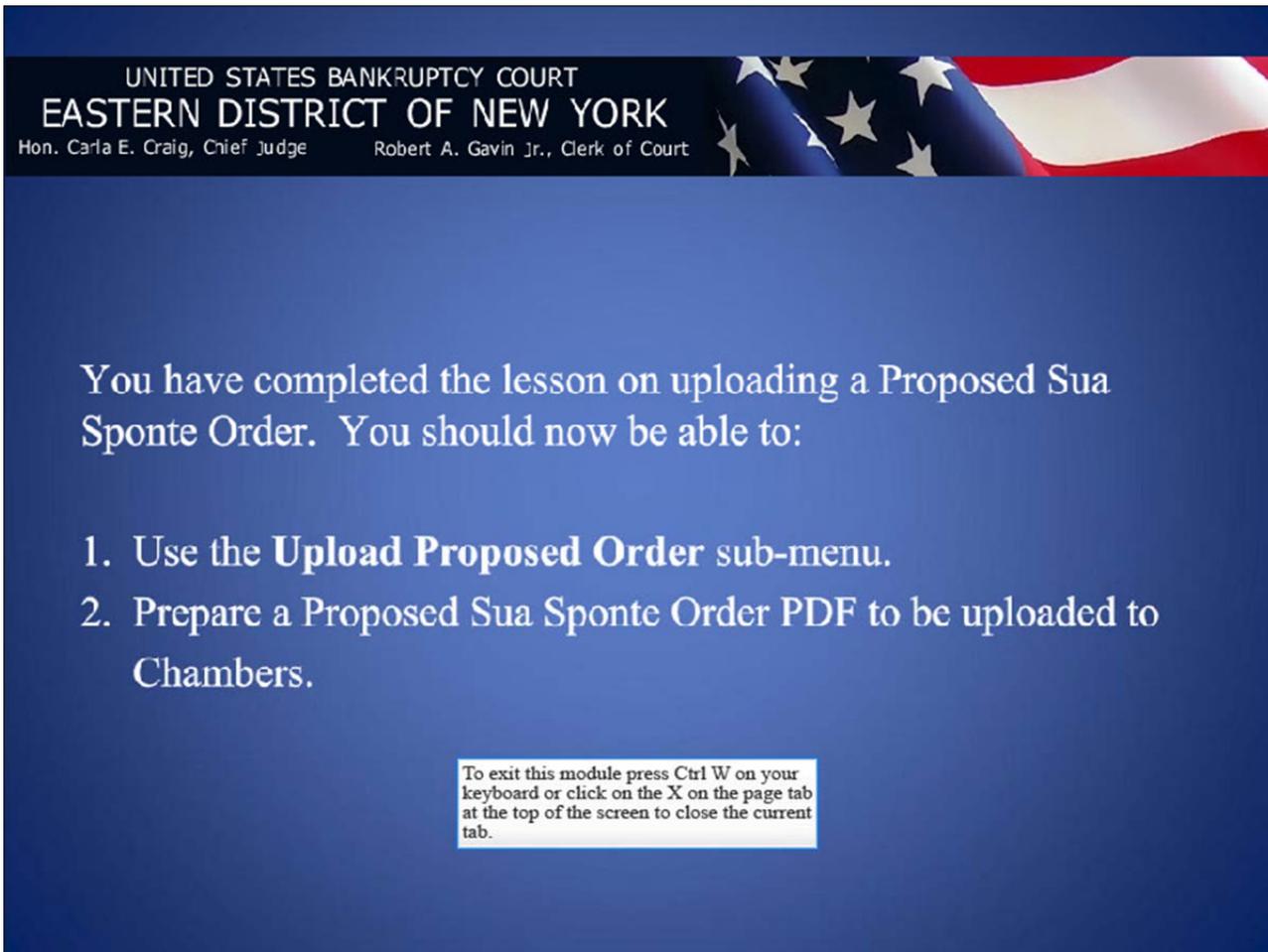
Hon. Carla E. Craig, Chief Judge Robert A. Gavin Jr., Clerk of Court

Please also note that failure to use the correct event, **Upload Proposed Order**, will prevent the Judge from receiving the Order for signature, as these Proposed Sua Sponte Orders do not appear on the docket.

CONTINUE

Uploading Proposed Sua Sponte Order to Chambers for Signature

Slide 20 - Summary

The slide features a dark blue background with a white text box at the top containing court information and an American flag graphic on the right. The main text is centered and white, followed by a numbered list. A small white text box at the bottom provides exit instructions.

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF NEW YORK
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You have completed the lesson on uploading a Proposed Sua Sponte Order. You should now be able to:

1. Use the **Upload Proposed Order** sub-menu.
2. Prepare a Proposed Sua Sponte Order PDF to be uploaded to Chambers.

To exit this module press Ctrl W on your keyboard or click on the X on the page tab at the top of the screen to close the current tab.