

4. LOU (Lodged Order Upload)

4-1. LOU (Lodged Order Upload) Overview

- (a) **Effective Date.** The United States Bankruptcy Court for the Central District of California began accepting electronic orders for ALL judges on November 19, 2007.
- (b) **Separate Program.** Although LOU is separate from the ECF program, it is incorporated into the CM menu, making it easy for ECF users to find and select.
- (c) **Noticing.** All electronically uploaded orders will generate either an electronic or manual notice from the Bankruptcy Noticing Center (BNC) upon entry in the court's Case Management (CM) system.
- (d) **Format.** Electronic documents must be submitted in MS-WORD format only. Using WORD enables a judge or his/her chambers to edit a lodged order. The order will be entered in PDF format onto the docket and can be accessed normally. If you attempt to upload any other type of format (e.g. PDF), you will receive an error message.
- (e) **Requirements.** See *CM/ECF Procedures*, section 3-1, for information on the preparation and submission of electronic orders. The following procedures have also been updated to include the steps for preparing an order which include the **new service and format** requirements for the submission of electronic orders. All orders submitted electronically using the court's Lodged Order Upload (LOU) program must comply with all of these new requirements.
- (f) **Every Order Uploaded will be Assigned a Document Number.** At the end of each submission you will receive a confirmation which contains the assigned document number, the relevant case information, and the date and time of submission. Please print and retain a copy of the confirmation should you need it for future reference.
- (g) **Help Desk.** If you have any questions, comments or suggestions related to electronically uploaded orders, please feel free to contact us at ECF_Support @cacb.uscourts.gov, or call the ECF Help Desk, at (213) 894-2365, Monday through Friday from 9:00 a.m. to 4:00 p.m. (excluding federal holidays).

4-2. Order Preparation [LBR 9021-1]

- (a) **Prior to Electronic Submission.** When preparing an order prior to electronic submission, you must comply with the following procedures. Non-compliance may result in your order being marked as "Unused," or you may need to submit a new order further delaying the entry of such order.
- (b) **Formatting of Proof of Service of Document and Notice of Entered Order and Service List.**
 - (1) Comply with LBR 9021-1 by submitting a Proof of Service of Document page of the Proposed Form of Order. Electronic signatures are allowed on the Proof of Service of Document page, as the court recognizes that non-ECF support staff may be completing service of the proposed order.

- (2) Comply with LBR 9021-1(b) when organizing the list for the **Proof of Service of Document**:
- (A) Proposed Order on Unopposed Motions. Pursuant to LBR 9021-1(b)(4), there is no obligation to serve a proposed form of order on any person, entity, or attorney who did not file an opposition to the moving paper(s). This includes a case trustee or the United States trustee.
- (B) Proposed Order when Opposition to Motion was Filed. Pursuant to LBR 9021-1(b)(3)(A), a proposed order must be served only upon any person, entity, or attorney who filed an opposition to the relief requested. **There is no obligation to serve the proposed order on any other person or entity.**
- (3) Do not include a page titled “Notice of Entry of Order.” Instead, submit a “Notice of Entered Order and Service List” (LBR form F 9021-1.1).
- (4) Pursuant to FRBP 9022, the court has the duty to transmit a copy of an order only to the U.S. trustee, and to deliver notice of entry of an order only to contesting parties or as the court directs. Allowable service methods are in FRCP Rule 5(b), and include service via NEF. Recognizing that a movant may wish for additional persons or entities to receive a copy of an entered order, and balancing this with limiting the court’s duty to serve notice of entry of an order. When organizing the **Notice of Entered Order and Service List**:
- (A) Only include those persons or entities who are entitled to service of the entered order. See LBR 9021-1(b)(1)(D), LBR 2002-2(a), FRBP 9022 and other relevant FRBP to determine persons or entities entitled to service of the entered order. Often the **Notice of Entered Order and Service List** for an entered order can be shorter than the service list for the “**proof of service**” of proposed form of order;
- (B) The persons or entities should be listed under the applicable category: I. To be served by the court via Notice of Electronic Filing (“NEF”), II. Served by the court via U.S. Mail, and III (see *Orders on Section 362 Motions*, section 4-2(e) and *Appendix F*). To be served by the Lodging Party.
- (C) To identify persons or entities who are to be served electronically, log into ECF (**not** PACER). Access the information by clicking on either Bankruptcy or Adversary as applicable. You will receive a separate login prompt for PACER. Log in using your PACER account, then select *Utilities>Mailings...>Mailing Info for a Case> (insert Case/Adv number)>Submit*.
- (5) The person or entity submitting the order via Lodged Order Upload must deliver the following items to the court:
- (A) Copies and Envelopes. Pursuant to LBR 9021-1(a)(1)(D), the original proposed order must be accompanied by:

- (i) stamped, addressed envelopes for all persons or entities who will be served by the court non-electronically under subsection (b)(1)(E)(I) of this LBR rule, to include only the debtor (and debtor's attorney, if any), movant (or movant's attorney, if any), and all parties (or their attorneys, if any) who filed an opposition or other objection to the relief requested; and
- (ii) the same number of copies of the proposed order to match the number of envelopes required. The stamped, pre-addressed envelopes and copies must be delivered (in person or by mail) to the judge's chambers of the divisional office in which the relevant case or proceeding has been assigned **within 48 hours** of electronic submission of the order.

NOTE: If the order being lodged is of the type listed in section 4-6(a)(6), *List of Orders Served through the Bankruptcy Noticing Center (BNC)*, DO NOT send envelopes to the court.

- (B) Judge's Copy. Additionally, a paper copy of the submitted proposed order and a copy of your confirmation receipt must be served on the judge in chambers in the manner and not later than the deadline set forth in section 3-5(b), along with the stamped, pre-addressed envelopes. (See section 4-3(d) for sample of confirmation receipt.)

(c) **Orders Approving Stipulations**. Orders Approving Stipulations should be lodged separately from the stipulation according to the following procedure:

- (1) Obtain all necessary signatures on the Stipulation.
- (2) DO NOT prepare a combined Stipulation and Order.
- (3) File the Stipulation via ECF with all necessary signatures, so that the only electronic signature is the signature of the ECF registered attorney who is filing the stipulation via ECF.
- (4) Prepare a separate Order Approving Stipulation in MS-WORD format.
- (5) In the text of the Order Approving Stipulation, indicate the complete title of the stipulation and docket number entry of the stipulation.
- (6) When uploading the electronic order, select the docket entry for the Stipulation as the relevant Motion type.
- (7) Comply with all procedures in 4-2 (a).

(d) **Orders Granting Motions that Contain an Attached Settlement Agreement, Sale Agreement, or Other Agreement or Plan**. Orders granting Motions for orders approving sale agreements, settlement agreements or other agreements or plans must be submitted separate from any attached agreements according to the following procedure.

- (1) DO NOT attach any agreements to the order.
 - (2) If the order needs to reference a particular settlement agreement or sale agreement, make the reference:
 - (A) At the end of the title to the order by referencing the docket entry number of the motion; and
 - (B) In the text of the order by referencing the docket entry number of the motion AND the exhibit and page number of the agreement.
 - (3) Prepare a separate order in MS WORD format.
 - (4) Comply with all procedures in section 4-2(a).
- (e) **Orders on Section 362 Motions.** Orders (1) granting relief from the automatic stay; (2) to impose the stay; or (3) to continue the stay, must be submitted according to the following procedure (also see *Appendix F*).
- (1) Organize the **Notice of Entered Order and Service List** using the three categories identified below.
 - (A) Category I: To be Served by the Court via Notice of Electronic Filing (“NEF”). List the names and email address of attorneys (including movant’s counsel) who qualify under “Court Service” and are listed in CM/ECF on the Electronic Mail Notice List to receive NEF transmission. *The U.S. trustee and case trustee will always be in this category.*
 - (B) Category II: To be Served by the Court via U.S. Mail. The debtor will always be in this category. Also list the names and mailing addresses of persons, entities, and/or attorneys (including movant’s counsel) who qualify under “Court Service” but are not listed in CM/ECF on the Electronic Mail Notice List to receive NEF transmission. **DO NOT list names that are served via NEF, nor any other person/entity, including other lien holders, co-borrowers, or persons/entities who merely file a request for special notice.**
 - (C) Category III: To be Served by the Lodging Party. List the names and service methods for persons, entities, and or attorneys who qualify under “Movant Service.” If the movant desires to serve a copy of the entered order on person or entities not listed above, movant may do so. Movant must then file a proof of service.
 - (2) All Section 362 Orders are served electronically by the court via NEF to trustees, the United States trustee, and to the attorneys who are on the Electronic Mail Notice List for the particular bankruptcy case.
 - (3) All Section 362 Order are served by U.S. Mail via the Bankruptcy Noticing Center (“BNC”) to debtor (and debtor’s attorney, if any), and to persons or entities who are on the Manual Notice List for the particular bankruptcy case.

Note: By using LOU and complying with these guidelines, it will rarely be necessary to send the court copies and envelopes for Section 362 Orders.

- (f) **Submission of Exhibits to Order.** Exhibits can only be uploaded along with the order if submitted in MS-WORD format as part of the order. Otherwise, the exhibit must be submitted separately from the order according to the following procedure:
- (1) Convert the exhibit to a PDF document and file it via ECF by selecting the docket event "Exhibit;"
 - (2) Relate the exhibit to the applicable motion/application;
 - (3) Provide a copy of the exhibit along with the face page copy of the order and transaction receipt as specified under procedure 4-2(d)(2); and
 - (4) Contact the applicable judge's team and advise of submission of exhibit.
- (g) **Miscellaneous.** To ensure your order can be edited by the court, ensure the following prior to submitting:
- (1) No Hyperlinks;
 - (2) No Macros;
 - (3) No Security;
 - (4) Not a Read-Only document; and
 - (5) Not Locked in any way.

4-3. Order Upload

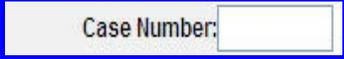
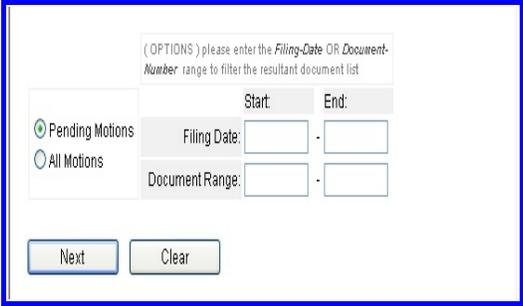
- (a) **Order Upload Screen.** The Order upload screen is located under **Bankruptcy > BK - Lodge Orders (upload)** or **Adversary > AP - Upload Order**. Click on BK - Lodge Orders (upload).



(b) Screen Description.

- (1) The Order Upload screen enables the user to upload an order to the Court on any motion that has been filed and recorded onto the CM docket.

- (2) Fill in the following criteria to locate the motion:

| Field | Description/Function |
|---|--|
|  | From the drop-down menu, select the division. |
|  | Type in the case number in the following format: yy-nnnnn . |
|  | <ul style="list-style-type: none"> • Pending motions - displays all pending motions on the docket. • All motions - displays all motions on the docket. • Filing Date - enables users to narrow search by date. • Document Range - enables users to narrow a search by document number. |
|  | <ul style="list-style-type: none"> • Click on Next to display the motions. • Click on Clear to cancel. |

(c) Selecting the Motion, attaching the Order, and Uploading Order.

Bankruptcy ORDER UPLOAD

Office: Los Angeles Case Number: 07-10262

Deb AprilTest and Tor AprilTest

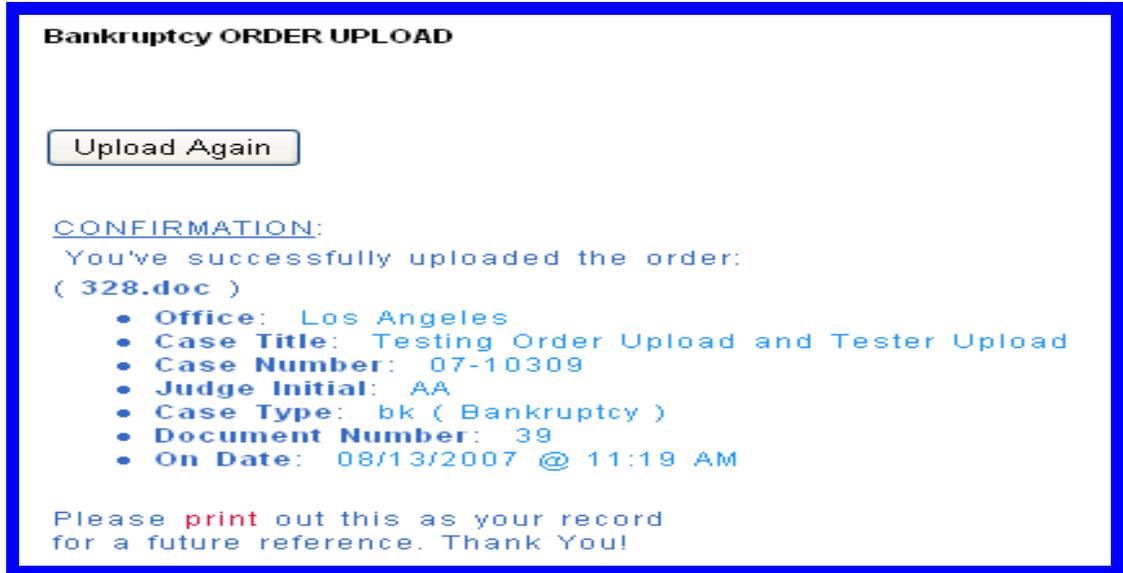
| Document Number | Description |
|-----------------|---|
| 19 | Motion for Adequate Protection |
| 20 | Motion to Reclassify Claims 2 |
| 21 | Motion for 2004 Examination of <i>debtor's business partner</i> |
| 22 | Motion to Extend Exclusivity Period for Filing a Chapter 11 Plan and Disclosure Statement for 90 days |
| 23 | Motion to Allow Claim 52 testing on July 3 2007 |
| 24 | Motion to Appoint Creditors Committee on July 4, 2007 |

File selection area: [Text Box] [Browse...]

Buttons: [Upload Order] [Cancel]

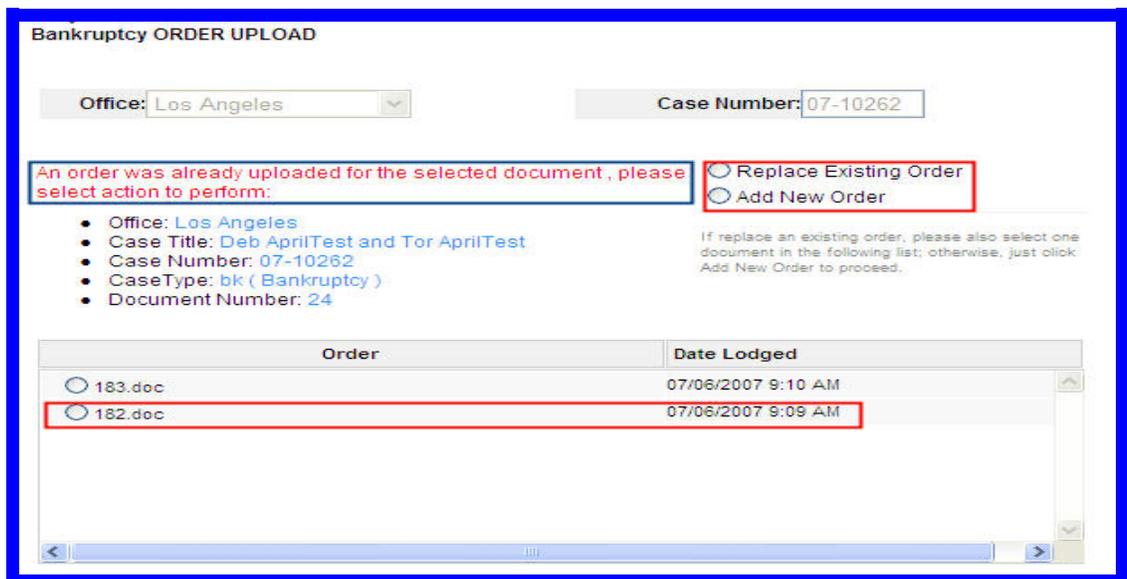
| Step | Action |
|------|--|
| 1 | Select the applicable motion. |
| 2 | Browse for the applicable order file in MS WORD format. [Note: If you attempt to submit a non-MS WORD document, you will receive an error message.] |
| 3 | Click on Upload Order to Upload or Cancel to cancel. |

- (d) **Receive Confirmation of Uploaded Order.** When the order is uploaded successfully, the user will receive a confirmation that the Order was uploaded successfully. **Retain the receipt for future reference.**



(e) **Adding/Replacing an order.**

- (1) If an order has already been uploaded by you, you will receive a message stating, **“An order was already uploaded for the selected document, please select action to perform.”** Although you are always enabled to add orders, replacement of orders is restricted by the condition set forth in the note below.

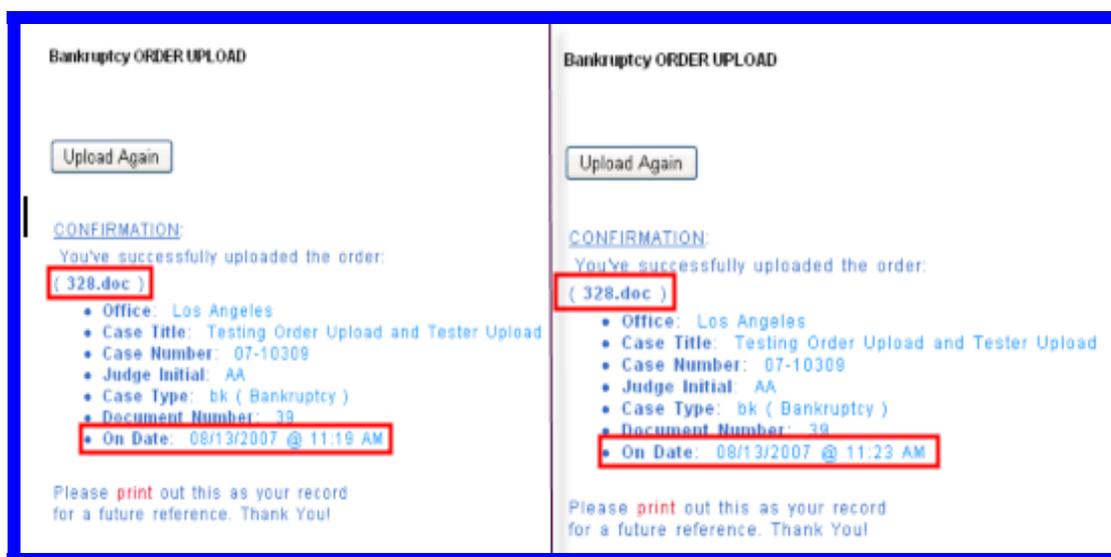


- (2) Once the court checks in the order, it cannot be replaced. You will not have the option of replacing an order submitted by a different user.

| Step | Action |
|------|---|
| 1 | Select the applicable radio button (Replace Existing Order or Add New Order). |
| 2 | If Replacing an existing order, select the applicable order. |
| 3 | Click on Upload Order to Upload or Cancel to cancel. |

(f) Receive Confirmation of Replacement or Additional Order.

- (1) When the order is uploaded successfully, the user will receive a confirmation that the Order was uploaded successfully.
- (2) On a replacement order, the doc number will be the same as the replaced order. In the example below, note the doc number remains the same, but the date and time will reflect the latest upload.



- (g) Unused Orders.** Occasionally, an order may be deemed as “unused” by a judge for a number of reasons (e.g. alternate order signed, request for submission of revised order, etc.). The unused order will NOT be docketed onto the Case Management (“CM”) docket. A member of the judge’s team will advise you of any other further action required on your behalf, as applicable.

4-4. Quick Reference Guide for LOU

(a) Uploading a Proposed Order.

- (1) A proposed form of order electronically uploaded to the court via the LOU program must contain the following three elements:
 - (A) The proposed form of order;
 - (B) Proof of service that the proposed form of order was served on all required parties; and
 - (C) Service list to be used on the final entered order once signed by the judge.
- (2) All three elements are to be uploaded as a single document in Microsoft Word format (version 2003 or older). (See *Exhibit 1*).

(b) Identifying Service Lists.

- (1) All electronic orders entered through the court's Calendaring Information and Orders program ("CIAO!") trigger a Bankruptcy Noticing Center (BNC) Certificate of Notice indicating that the notice requirement to parties listed on the CM Mailing List for applicable main case or adversary proceeding has been fulfilled. If a party is a registered ECF user they will also receive a Notice of Electronic Filing ("NEF") of the entered order.
- (2) As explained below, a party will receive a BNC notice, an NEF, or both. If a party requires notice and will not receive a BNC notice or an NEF, the serving party must provide the court with a stamped, pre-addressed envelope for manual service for each additional party.
- (3) The CM Mailing Information ("Mailing List"), accessible from one of the selection options in CM/ECF, can be queried by both external ECF users and internal court staff to determine how parties will receive notice of the entered order.



- (4) To query the CM Mailing Information, click on **Utilities > Mailings (under Misc) > Mailing Info for a Case**, input the relevant Bankruptcy or Adversary Proceeding number, then **Submit**. The mailing information for the case/adversary proceeding will appear with all parties contained in CM listed under either the Electronic Mail Notice List (“EMNL”) or the Manual Notice List (“MNL”). The following information applies to the CM Mailing Information list:

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Online Manual • Search DocEvents • Logout

Mailing Information for Case 2:08-bk-10100-EC

Electronic Mail Notice List

The following is the list of **parties** who are currently on the list to receive e-mail notices for this case.

- David R Chase dchaselaw@yahoo.com
- Kathy A Dockery pgozun@ch13la.com
- Timothy J Truxaw tjtr@slatertruxaw.com
- United States Trustee (LA) ustpreion16.la.ecf@usdoj.gov

Manual Notice List

The following is the list of **parties** who are **not** on the list to receive e-mail notices for this case. *(who the... may... ints.)*

Allen K Brown
215 W Pomona Blvd Ste 201
Monterey Pk, CA 91754

GE Money Bank
Attn: Ramesh Singh
25 SE 2nd Ave Ste 1120
Miami, FL 33131-1605

Recipients of a Notice of Electronic Filing ("NEF") generated by the court

Served by the Bankruptcy Noticing Center ("BNC").

Envelopes are only required for any party NOT listed under either EMNL or MNL.

(A) Bankruptcy Main Case

- (i) Parties listed under the EMNL will receive an NEF.
- (ii) Parties listed under the MNL will receive a BNC notice. Note, a party listed under EMNL will also receive a BNC notice.
- (iii) The debtor(s) and debtor(s) attorney, although not listed in the CM Mailing Information, will receive a BNC notice.
- (iv) Attorneys representing a party in a related adversary proceeding will appear on the CM Mailing Information for the main case but will not receive BNC notices for actions in the main case. They will, however, receive a BNC notice for actions in the adversary proceeding.

(B) Adversary Proceedings

- (1) All parties listed under the EMNL will receive an NEF.
- (2) All parties listed under the MNL will receive a BNC notice. Note, a party listed under EMNL will also receive a BNC notice.

(C) Miscellaneous Information

- (1) The prevailing party, usually via their attorney, must submit within 48 hours of lodge order upload stamped, pre-addressed envelopes to the court only for any party not listed under **either** the EMNL or MNL.
- (2) Although stamped, pre-addressed envelopes are generally not required, the prevailing party on Motions for Relief from Stay orders must confirm whether supplemental envelopes are necessary to ensure proper service. ***This requirement overrides any previous instruction from the court.***
- (3) A BNC notice will NOT be sent to any incomplete or duplicate address. In this case, the BNC Certificate of Notice acknowledges the party, but lists the party under “Bypassed Recipients,” and states the reason for bypassing the party as either undeliverable or duplicate.

CERTIFICATE OF NOTICE

District/off: 0973-2 User: admin Page 1 of 1 Date Rcvd: Oct 14, 2008
 Case: 08-20299 Form ID: pdf031 Total Served: 9

The following entities were served by first class mail on Oct 16, 2008.

db +Susan R Allen, 4482 Richard Dr, Los Angeles, CA 90032-1246
 aty +Alex P Vu, Wells Fargo Bank, POB 53476, Phoenix, CA 85072-3476
 aty +Brian A Paino, 4375 Jutland Dr Ste 200, San Diego, CA 92117-3600
 aty +Jennifer C Wong, 1770 Fourth Ave, San Diego, CA 92101-2607
 aty +Rhonda K Walker, 696 E Colorado Blvd #207, Pasadena, CA 91101-2122
 tr +Sam S Leslie, Leslie, Engell & Associates LLP, 6310 San Vicente Blvd., Suite 320, Los Angeles, CA 90048-5499
 ust +United States Trustee (LA), 725 S Figueroa St., 26th Floor, Los Angeles, CA 90017-5524
 cr +GMAC Mortgage, LLC, c/o Pite Duncan LLP, 525 E Main St, PO Box 12289, El Cajon, CA 92022-2289
 cr +WELLS FARGO BANK, P O BOX 53476, PHOENIX, AZ 85072-3476

The following entities were served by electronic transmission.
 NONE.

***** BYPASSED RECIPIENTS (undeliverable, * duplicate) *****
 cr Citibank, N.A., as Trustee for, Structured Asset M

BNC notice displays any party bypassed and the reason.

TOTALS: 1, * 0

Addresses marked '+' were corrected by inserting the ZIP or replacing an incorrect ZIP.
 USPS regulations require that automation-compatible mail display the correct ZIP.

- (4) To quickly identify whether a name appears in the CM Mailing Information list, use the control function, Ctrl+F. Type in the last name of the party and click “*Find Next.*” The system will automatically highlight the name if it appears on either the EMNL or MNL. An envelope is not required for this party as noted in section 4-4(b)(4)(C)(1).
- (5) An NEF will be sent to all registered ECF users who appear when querying the EMNL of the CM Mailing Information for a main case for actions in both the main case and an adversary proceeding.

(c) **Processing of Entered Order.** Once modified (if applicable) and signed by the judge, the order will be entered on the court’s docket by the Clerk’s Office. Approximately two court days later, the BNC Certificate of Notice will appear on the court’s docket indicating who was noticed.

Exhibit 1

1. BODY OF ORDER

1 Joe Attorney
 1234 Main Street
 2 Los Angeles, CA 90012
 (213) 555-1234
 3 Attorney for Debtor
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8 **UNITED STATES BANKRUPTCY COURT**
 9 **CENTRAL DISTRICT OF CALIFORNIA – Santa Ana Division**

10
 11 In re
 12 JOHN DOE,
 13

Case No.: 6:08-10000-XX

Chapter 13

14 **ORDER GRANTING DEBTOR'S MOTION TO**
DISALLOW CLAIM OF PROGRESSO CANNERY

Hearing Date: October 1, 2008

Hearing Time: 10:00 a.m.

Courtroom: 5175

Ronald Reagan Federal Building

411 West Fourth Street

Santa Ana, CA 92701-4593

16 Debtor.
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18
 19 A hearing was held on October 1, 2008 on Debtor's Motion to Disallow Claim of Progresso
 20 Cannery ("Motion"). Appearances were noted on the record. Based upon the findings and conclusions
 21 made at the hearing, **IT IS ORDERED** that the Motion is granted.

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2. PROOF OF SERVICE FOR PROPOSED ORDER

| | |
|----------------------------|--------------------------------------|
| In re: _____ Debtor(s). | CHAPTER: _____ CASE NUMBER: _____ |
|----------------------------|--------------------------------------|

1 **NOTE:** When using this form to indicate service of a proposed order, **DO NOT** list any person or entity in
 2 Category I. Proposed orders do not generate an NEF because only orders that have been entered are placed on
 the CM/ECF docket.

PROOF OF SERVICE OF DOCUMENT

3
 4 I am over the age of 18 and not a party to this bankruptcy case or adversary proceeding. My business address is:
 5 _____

6 The foregoing document described _____
 7 _____ will be served or was served (a) on the
 judge in chambers in the form and manner required by LBR 5005-2(d); and (b) in the manner indicated below:

8 **I. TO BE SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING ("NEF")** – Pursuant to controlling
 9 General Order(s) and Local Bankruptcy Rule(s) ("LBR"), the foregoing document will be served by the court via
 NEF and hyperlink to the document. On _____ I checked the CM/ECF docket for this bankruptcy case or adversary
 10 proceeding and determined that the following person(s) are on the Electronic Mail Notice List to receive NEF
 transmission at the email address(es) indicated below:
 11 _____

12
 13 Service information continued on attached page

14 **II. SERVED BY U.S. MAIL OR OVERNIGHT MAIL (indicate method for each person or entity served):**
 15 On _____ I served the following person(s) and/or entity(ies) at the last known
 address(es) in this bankruptcy case or adversary proceeding by placing a true and correct copy thereof in a
 16 sealed envelope in the United States Mail, first class, postage prepaid, and/or with an overnight mail service
 addressed as follows. *Listing the judge here constitutes a declaration that mailing to the judge will be completed
 no later than 24 hours after the document is filed.*
 17 _____

18 Service information continued on attached page

19 **III. SERVED BY PERSONAL DELIVERY, FACSIMILE TRANSMISSION OR EMAIL (indicate method for each**
 20 **person or entity served):** Pursuant to F.R.Civ.P. 5 and/or controlling LBR, on _____
 I served the following person(s) and/or entity(ies) by personal delivery, or (for those who consented in writing to
 21 such service method), by facsimile transmission and/or email as follows. *Listing the judge here constitutes a
 declaration that personal delivery on the judge will be completed no later than 24 hours after the document is
 22 filed.*
 23 _____

24 Service information continued on attached page

25 I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and
 26 correct.

27 _____
 Date Type Name Signature

28 This form is mandatory. It has been approved for use by the United States Bankruptcy Court for the Central District of California.
 January 2009 **F 9013-31.1**

3. ADDITIONAL SERVICE LIST FOR PROPOSED ORDER
(To be used only if there is insufficient space on previous page.)

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SERVICE LIST FOR PROPOSED ORDER

BY U.S. MAIL

(Insert party(ies) along with street address served by Mail.)

Attorney for Claimant

John Genius
4444 S. Fourth Street
Santa Ana, CA 92714

Claimant

Progresso Cannery
c/o Lisa Leeza
91 East Freeway, Suite 55
Orange, CA 99999

4. SERVICE LIST FOR THE ENTERED ORDER

| | |
|------------|--------------|
| In re: | CHAPTER: |
| Debtor(s). | CASE NUMBER: |

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NOTE TO USERS OF THIS FORM:

- 1) Attach this form to the last page of a proposed Order or Judgment. Do not file as a separate document.
- 2) The title of the judgment or order and all service information must be filled in by the party lodging the order.
- 3) **Category I.** below: The United States trustee and case trustee (if any) will always be in this category.
- 4) **Category II.** below: List **ONLY** addresses for debtor (and attorney), movant (or attorney) and person/entity (or attorney) who filed an opposition to the requested relief. **DO NOT** list an address if person/entity is listed in category I.

NOTICE OF ENTERED ORDER AND SERVICE LIST

Notice is given by the court that a judgment or order entitled (*specify*) _____

 was entered on the date indicated as "Entered" on the first page of this judgment or order and will be served in the manner indicated below:

I. SERVED BY THE COURT VIA NOTICE OF ELECTRONIC FILING ("NEF") - Pursuant to controlling General Order(s) and Local Bankruptcy Rule(s), the foregoing document was served on the following person(s) by the court via NEF and hyperlink to the judgment or order. As of _____, the following person(s) are currently on the Electronic Mail Notice List for this bankruptcy case or adversary proceeding to receive NEF transmission at the email address(es) indicated below.

Service information continued on attached page

II. SERVED BY THE COURT VIA U.S. MAIL: A copy of this notice and a true copy of this judgment or order was sent by U.S. Mail to the following person(s) and/or entity(ies) at the address(es) indicated below:

Service information continued on attached page

III. TO BE SERVED BY THE LODGING PARTY: Within 72 hours after receipt of a copy of this judgment or order which bears an "Entered" stamp, the party lodging the judgment or order will serve a complete copy bearing an "Entered" stamp by U.S. Mail, overnight mail, facsimile transmission or email and file a proof of service of the entered order on the following person(s) and/or entity(ies) at the address(es), facsimile transmission number(s) and/or email address(es) indicated below:

Service information continued on attached page

This form is mandatory. It has been approved for use by the United States Bankruptcy Court for the Central District of California.

January 2009

F 9021-1.1

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5. ADDITIONAL SERVICE LIST FOR THE ENTERED ORDER.
(To be used only if there is insufficient space on previous page.)

SERVICE LIST FOR ENTERED ORDER

BY NOTICE OF ELECTRONIC FILING ("NEF")

(Insert names and email addresses of party(ies) to be served via NEF by the court. Only include names and email addresses of persons who filed papers in connection with this Motion)

BY U.S. MAIL

(No other persons or entities should be listed in this category unless they filed papers in connection with this Motion and are not on the Court's Electronic Mail Notice List for this docket)

TO BE SERVED BY THE LODGING PARTY

(Insert additional persons or entities that the lodging party intends to serve, along with method of service.)

Request for Special Notice

By Overnight Mail
 Tommy Teacup
 Box 7A - Route 88
 Wheatfield, Nebraska 11235

4-5. Noticing Terminology Glossary

- (a) **BNC Notice**: A notice from the court (either in paper or e-mail) transmitted by the Bankruptcy Noticing Center, a contractor in Utah, from a computer file prepared by CM/ECF (the court's case management system).
- (b) **Certificate of Notice**: Evidence that *the court, or its agent*, has performed their noticing/service duty.
- (c) **CIAO!**: A windows-based application developed by the U. S. Bankruptcy Court for the Central District of California for scheduling and calendaring hearings, and for processing electronic orders.
- (d) **CM Mailing Information (Mailing List) on a Main Case**: A list of names known to CM/ECF used for noticing. May *include parties* who are not entitled ("over service") and may *exclude parties* who are entitled to service ("under service").
- (1) The list contains two sections:
 - (A) The *Electronic Mail Notice List (EMNL)* which identifies parties receiving both an NEF and a BNC notice; and
 - (B) The *Manual Notice List (MNL)* which identifies parties to be served only via BNC notice.
 - (2) If an Adversary Proceeding is filed, the attorney for the plaintiff and/or defendant will appear on the list of the related main case. They will NOT, however, receive a BNC notice for main cases actions.
- (e) **CM Mailing Information (Mailing List) on an Adversary Proceeding**: A list of names known to CM/ECF used for noticing which are exclusive to the adversary proceeding. May *include parties* who are not entitled ("over service") and may *exclude parties* who are entitled to service ("under service"). Noticing works the same as the Main Case Mailing List, except applies to Adversary Proceedings.
- (f) **CM Party List**: All persons or entities known to CM that have brought corresponded to an action in the case, including those filing a request for special notice.
- (g) **Complex Order**: An order that can not be fully processed via CIAO! requiring the manual processing of additional transactions in CM/ECF. Orders fully processed via CIAO! are called Non-Complex Orders.
- (h) **Creditor List**: Every creditor in the case. Can also include parties manually added by virtue of filing a Request for Special Notice.
- (i) **EBN**: Electronic Bankruptcy Notice, an electronic form of notice generated by BNC, transparent to the court and CM/ECF.
- (j) **Electronic Service**: Electronic service by way of an Notice of Electronic Filing ("NEF"), or an electronic notice from the Bankruptcy Noticing Center (BNC/EBN).

- (k) **Entered Order:** An order that has either been signed or approved for entry by a judge and subsequently entered on the court docket.
- (l) **Lodged Order:** A proposed form of order that has been submitted to the court for judicial review and is not yet signed or entered on the court docket.
- (m) **Lodge Order Upload (LOU):** An Internet based program that allows CM/ECF users to lodge proposed form of orders with the court.
- (n) **LOU Confirmation Page:** A screen presentation in LOU indicating successful upload of a proposed form of order. It should be printed and serves as a receipt.
- (o) **Mailing Matrix:** A superset mailing list that includes all parties on the Creditors List and CM Party List.
- (p) **NEF:** A notice of electronic filing transmitted directly by CM/ECF via e-mail to all registered CM/ECF users who are parties to the case indicating that a transaction occurred on CM/ECF.
- (q) **Notice of Entry:** Clerk's Office certification on the docket that an order was entered and signed by the court.
- (r) **Proof of Service:** The certification by a party, usually *an attorney*, indicating completion of their noticing/service duty on all pertinent parties.
- (s) **Service List:** The list of parties that are to be served that may be included with the Proof of Service or Certificate of Service.

4-6. Orders Served through the Bankruptcy Noticing Center (BNC)

- (a) **Orders Served through the BNC.** Proposed Orders Lodged Electronically via LOU.
- (1) All orders appearing on the *List of Orders Served through the Bankruptcy Noticing Center (BNC)* (see section 4-6(a)(6)) will trigger a Bankruptcy Noticing Center (BNC) Certificate of Notice indicating that the notice requirement to parties listed on the CM Mailing List for applicable main case or adversary proceeding has been fulfilled. **A BNC notice will NOT be sent to any incomplete or duplicate address.**
 - (2) All persons or entities listed under the CM Mailing List, under the caption "Electronic Mail Notice List" will receive a Notice of Electronic Filing (NEF) upon the entry of the order in addition to the BNC notice. **No pre-addressed stamped envelopes are therefore required for any listed persons or entities.**
 - (3) A person or entity that is entitled to service of a document, and is listed under the CM Mailing List, under the caption "Manual Notice List" will receive a paper copy of the entered order via U.S. Mail from the BNC. **No pre-addressed stamped envelopes are therefore required for any listed persons or entities.**

- (4) The debtor(s)' and debtor(s)' attorney, although not listed in the CM Mailing information, will receive a BNC notice. **No pre-addressed stamped envelope is required for either party.**
- (5) Stamped, addressed **envelopes are only required for any additional persons or entities who will not be served either electronically or via the BNC.** Submit enough copies of the proposed order to match the number of envelopes required.
- (6) **List of Orders Served through the Bankruptcy Noticing Center (BNC).**

| No. | Order Type |
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| Entered orders are served by U.S. Mail via the BNC if both of the following are true: (1) The proposed order is lodged via LOU or generated by the Court; and (2) The order corresponds to one of the following motions and applications | |
| Motion/Application | |
| 1 | Application for Ch 13 Fees |
| 2 | Application of Non-Resident Attorney to Appear in a Specific Case per Local Bankruptcy Rule |
| 3 | Application for Extension of Time to File Schedules and/or Plan |
| 4 | Motion for Abstention Under Section 305 |
| 5 | Motion for Access to Debtor's Tax Documents |
| 6 | Motion for Certification to Court of Appeals |
| 7 | Motion for Conditional Use of Cash Collateral |
| 8 | Motion for Contempt |
| 9 | Motion for Continuation of Utility Service |
| 10 | Motion for Examination |
| 11 | Motion for Final Decree |
| 12 | Motion for Joint Administration |
| 13 | Motion for Leave to Appeal |
| 14 | Motion for Order Extending Time |
| 15 | Motion for Order Imposing a Stay or Continuing the Automatic Stay |
| 16 | Motion for Protective Order |
| 17 | Motion for Recognition of Foreign Proceeding |
| 18 | Motion for Reinstatement of Retiree Benefits |
| 19 | Motion for Relief from Automatic Stay - ACTION IN NON-BANKRUPTCY FORUM |
| 20 | Motion for Relief from Stay - UNLAWFUL DETAINER |
| 21 | Motion for Relief from Stay/ Relief From Turnover - REAL PROPERTY CUSTODIAN |

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| 22 | Motion for Relief from the Automatic Stay - PERSONAL PROPERTY |
| 23 | Motion for Relief from the Automatic Stay - REAL PROPERTY |
| 24 | Motion for Remand |
| 25 | Motion for Sale of Property under Section 363(b) |
| 26 | Motion for Sanctions |
| 27 | Motion for Sanctions Under Section 1927 |
| 28 | Motion for Sanctions for Violation of the Automatic Stay |
| 29 | Motion for Sanctions for Violation of the Discharge Injunction |
| 30 | Motion for Summary Judgment |
| 31 | Motion for Turnover of Property |
| 32 | Motion re: Chapter 11 First Day Motions |
| 33 | Motion to Abandon |
| 34 | Motion to Amend |
| 35 | Motion to Amend Application |
| 36 | Motion to Allow and Disallow Claims |
| 37 | Motion to Appear Pro Hac Vice |
| 38 | Motion to Appoint Consumer Privacy Ombudsman |
| 39 | Motion to Appoint Creditors Committee |
| 40 | Motion to Appoint Examiner |
| 41 | Motion to Approve Compromise |
| 42 | Motion to Approve Compromise Under Rule 9019 |
| 43 | Motion to Approve Modification of Plan (All Chapters) |
| 44 | Motion to Assume Lease or Executory Contract |
| 45 | Motion to Avoid Lien |
| 46 | Motion to Avoid Lien on Household Goods |
| 47 | Motion for Adequate Protection |
| 48 | Motion for Authority to Obtain Credit Under Section 364 |
| 49 | Motion to Borrow |
| 50 | Motion to Compel |
| 51 | Motion to Confirm Termination or Absence of Stay |
| 52 | Motion to Continue/Reschedule Hearing |
| 53 | Motion to Dismiss Case for Failure to Make Plan Payments |

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| 54 | Motion to Dismiss Case for Abuse |
| 55 | Motion to Extend Automatic Stay |
| 56 | Motion to Extend Exclusivity Period |
| 57 | Motion to Extend Time |
| 58 | Motion to Extend Time to Appeal Under Rule 8002(c) |
| 59 | Motion to File Amended Proof of Claim |
| 60 | Motion to File Claim After Claims Bar Date |
| 61 | Motion to Impose Automatic Stay |
| 62 | Motion to Increase Assurance Payment |
| 63 | Motion to Intervene |
| 64 | Motion to Prohibit Cash Collateral |
| 65 | Motion to Quash |
| 66 | Motion to Reconsider Dismissal of Case |
| 67 | Motion to Reject Lease or Executory Contract |
| 68 | Motion to Seal |
| 69 | Motion to Sell |
| 70 | Motion to Stay Pending Appeal |
| 71 | Motion to Use Cash Collateral |
| Orders | |
| 72 | Final Decree |
| 73 | Amended Order |
| 74 | Judgment |
| 75 | Pre-trial Order |
| 76 | Order to Show Cause |
| 77 | Order Shortening Time |
| 78 | Order Vacating an Order |
| 79 | Order Vacating Order Directing Employer to Make Payroll Deduction Based on Terms of the Confirmed Plan |
| 80 | Order on Stipulation |
| 81 | Temporary Restraining Order |

(b) All Other Orders (Served by Means Other than the BNC).

(1) Proposed Orders Lodged Electronically via LOU.

- (A) Any person or entity listed under the Electronic Mail Notice List when querying the mailing information for a case in CM, will receive an NEF.
- (B) Stamped, addressed envelopes are only required for any additional persons or entities who will not be served electronically and are entitled to service. Submit enough copies of the proposed order to match the number of envelopes required.

(2) Proposed Orders Lodged in Paper Form.

- (A) The original proposed order must be accompanied by stamped, addressed envelopes for all persons or entities who will not be served electronically, including the debtor (and attorney, if any), and all parties (and their attorney, if any) who filed an opposition or other objection to the relief requested; and the same number of copies of the proposed order to match the number of envelopes required.
- (B) In addition to receiving a copy of the entered order via U.S. Mail, any persons or entities listed under the Electronic Mail Notice List when querying the mailing information for a case in CM, will also receive an NEF.

