

4 LOU (Lodged Order Upload)

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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 CM/ECF program, it is incorporated into the CM/ECF menu, making it easy for CM/ECF users to find and select.
- (c) **Noticing.** Orders that are uploaded via LOU, and then subsequently entered via the Court's Calendar and Order Generation program ("CIAO!"), will generate either an electronic or manual notice from the Bankruptcy Noticing Center (BNC) upon entry in the court's Case Management (CM) system. For more information on orders noticed through BNC, please refer to section 4.6 of this manual.
- (d) **Order Format.** Electronic orders must be uploaded 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 the order in any other type of format (e.g. PDF), you will receive an error message.
- (e) **Requirements.** The following procedures include the steps for preparing an order which include the **service and format** requirements for the submission of electronic orders. All orders uploaded electronically using the court's Lodged Order Upload (LOU) program must comply with all of these 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 contact us at *ECF_Support@cacb.uscourts.gov*, or call the CM/ECF Help Desk, at (213) 894-2365, Monday through Friday from 9:00 a.m. to 4:00p.m. (excluding federal holidays).

4.2 Order Preparation [LBR 9021-1 and LBR 9004-1]

- (a) **Prior electronic Submission.** When preparing a proposed order prior to electronic submission, you must comply with the following procedures. Non-compliance may result in your order being marked as “Unused” (i.e. rejected), and you may need to lodge a new order, further delaying the entry of such order (See below section 4.3(e) - (g) of this Manual).
- (b) **Service of Proposed Order.**
- (1) **Notice of Lodgment.** If the proposed form of order or judgment is one that, according to the LBRs, must be served on one or more parties in interest (other than the presiding judge), on the same day that you lodge the order, you must file through CM/ECF a notice of lodgment (NOL) of the proposed order (which includes a Proof of Service). Use LBR form F 9021- 1.2.BK.NOTICE.LODGMENT if the order will be entered on the docket in the bankruptcy case itself; use LBR form F 9021-1.2.ADV.NOTICE.LODGMENT if the order will be entered on the docket in an adversary proceeding. Attach a copy of the proposed form of order to the NOL and serve the NOL and the attached order on the parties entitled to receive service of the proposed form of order under the LBRs and the presiding judge in accordance with the following procedures. Service of the NOL with a copy of the proposed order attached is the only way that you need to serve a proposed form of order. (If you are not required under the LBRs to serve a proposed form of order on anyone, you are not required to file an NOL with regard to that order.) **DO NOT ATTACH A PROOF OF SERVICE TO THE PROPOSED ORDER AT THE TIME IT IS LODGED** either via LOU or at the Intake window, and do not separately serve the proposed form of order.
 - (2) **Mandatory LBR Form 9013-3.1.PROOF.SERVICE.** Comply with LBR 9021-1 by attaching at the back of your NOL and proposed order a Proof of Service page, using court mandated LBR form F 9013-3.1.PROOF.SERVICE or the exact language and format of that LBR form.
 - (3) **Electronic Signatures.** An electronic signature (“/s/” followed by the printed name) is allowed on the Proof of Service of Document page attached to the NOL as long as the person whose electronic signature is used is employed at the office/firm of the attorney whose CM/ECF live login password will be used to lodge the proposed order being served.
 - (4) **Limited Service Required.** Pursuant to LBR 9013-1(o)(3)(B), and 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 moving

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papers, or who was required to sign approval of a stipulation that resolved the motion or other request for relief. **There is no obligation to serve the proposed order on any other person or entity**, including a case trustee or the United States trustee.

(5) **Organizing Contact Information on Service List.** Comply with LBR 9021-1(b) when organizing the list for the **Proof of Service of Document:**

(A) **Service by NEF on CM/ECF Parties.** Whenever a NOL is filed via the court's CM/ECF system, CM/ECF users are served via an NEF as noted in section 3.8(b). Please list these recipients in Category 1 on the Proof of Service.

(B) **Service by Mail, Email, or Facsimile.** Parties other than CM/ECF users must be served by regular, or overnight mail, or email/facsimile if permission has been obtained to serve documents by email/facsimile. Please list these recipients in Category 2 or 3 on the Proof of Service.

(6) **Judge's Copy.** The presiding judge must always be listed on the proof of service for any NOL filed unless that NOL is an NOL concerning an order granting or denying a motion for relief from the automatic stay, or a motion to impose or continue the stay.

(c) **Format and Content of Order.**

(See order example in section 4.4(c), Exhibit 1 of this Manual).

(1) **Caption Page.** All orders require a caption page in compliance with the formatting instructions identified in section 2.5(c) of this Manual:

Caption Page	
A.	Leave top right-hand corner (lines 1-7) blank, for use by clerk;
B.	Properly caption all parties, including debtor and adversary parties;
C.	Properly format the case or adversary proceeding number including the initials for the presiding judge;
D.	Title the order to be consistent with the request for relief, including, for example, "Order Granting Motion for." or "Order Approving Stipulation for..."; Do not include the word "Proposed" in the title of the order;
E.	Include a hearing date on all orders on which a hearing is or was scheduled, or when a future hearing date will be affected.

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- (2) Content of Order.
 - (A) Comply with Ruling and Mandatory LBR Form. The content of any order must comply with the ruling made in court or the request for relief made via a non-hearing motion. If a court mandated LBR form order is required, do not change any of the pre-included language of the form. The exception would be the judge's signature line as noted in section 4.2(c)(2)(B) below.
 - (B) No Signature Line for the Judge. Do not include a signature line for the judge. Instead, at the end of the content of the order, insert the symbol "###" to indicate that no further language is needed. Follow the example set forth below in section 4.4, Exhibit 1 of this Manual.
 - (C) Leave Space for Judge's Electronic Signature. On the page which contains the symbol "###", please leave approximately 3 inches at the bottom of the page for placement of the judge's electronic signature.
 - (3) Proof of Service. Do not prepare a proof of service. See Notice of Lodgment procedure under section 4.2(b)(1).
 - (4) Notice of Entry of Order. Do Not Attach a Notice of Entered Order and Service List to any order lodged. Parties who are registered CM/ECF users that have not opted out of electronic service will receive notice of the entered order via NEF, and the NEF itself will identify the parties who have received notice in this manner. The BNC will serve additional parties with notice of the entry of the order, and a BNC Certificate of Notice will appear on the relevant docket, reflecting the parties who were served and the manner in which they were served. If you believe that additional parties should receive notice of the entered order, after you receive an entered copy of the order, serve them yourself and prepare and file a proof of service reflecting the names, addresses and method of service that you used to deliver the entered order to these additional parties within 72 hours thereafter.
- (d) **Orders Approving Stipulations.** Orders Approving Stipulations must 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, unless the stipulation is the court-approved "Adequate Protection Order"

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Attachment” to one of the court’s mandatory form orders granting relief from stay. In that event, it is sufficient to lodge the order with imaged signatures of all parties to the stipulation attached as an exhibit to the order. No separate stipulation need be filed.

- (3) File the Stipulation via CM/ECF with all necessary signatures, so that the only electronic signature (“/s/” followed by the printed name) is the signature of the CM/ECF registered attorney who is filing the stipulation via CM/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, UNLESS the stipulation resolves a motion. In that situation, select the docket entry for the motion that is being resolved.
- (7) Comply with all procedures in this section, 4.2.

(e) Orders on Section 362 Motions re: Relief from Stay, Imposing or Continuing Stay.

- (1) 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.
- (2) All Section 362 Orders are served by U.S. Mail on debtor and debtor’s attorney, if any, unless the attorney receives electronic notice via NEF.

(f) Orders Granting Motions for Approval of 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 according to the following procedure:

- (1) Do not attach any agreements or plans to the order;
- (2) Refer in the Order to the filing date and docket number of the motion or other filed document to which the agreement was attached and provide the exhibit number or letter used to refer to the agreement in that document.

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(g) **Exhibits and/or Attachments to Order.** There are several methods for uploading an exhibit and/or attachment along with your electronic order. Exhibits and/or attachments must comply with the following:

(1) **PDF Format.** A PDF formatted exhibit and or/attachment lodged along with the electronic order (such as signature pages of parties indicating approval of form of order, or a property description), must not exceed 10 pages unless otherwise approved by the presiding judge. Once an exception has been approved by the presiding judge, contact the ECF Help Desk at (213) 894-2365 for instructions.

(2) **MS-WORD.** An exhibit may be uploaded in MS-WORD format as part of the proposed order as long as it does not exceed 10 pages. **DO NOT** upload a MS-WORD image.

(3) **Other Exhibits.** If an exhibit exceeds 10 pages, the exhibit must be filed and referred to according to the following procedure.

(A) **Exhibit is attached to the motion.**

(1) In the order, refer to the motion and the number or letter that identifies the exhibit.

(B) **Exhibit is not attached to the motion.**

(1) Convert the exhibit to a PDF document and file it via CM/ECF by selecting the docket event "Exhibit";

(2) Relate the exhibit to the applicable motion/application;

(3) Provide a copy of the exhibit along a judge's copy of the order and LOU receipt as specified under section 4.2(c) of this Manual; and

(4) Contact the applicable judge's courtroom deputy and advise of submission of the exhibit.

(h) **Miscellaneous.** To ensure your order can be edited by the court, verify the following prior to uploading:

(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) **Access to the Lodged Order Screen.** CM/ECF Users can upload MS-Word formatted orders electronically on either a main bankruptcy case or adversary proceeding by using the Lodged Order Upload (LOU) feature (accessible from the Court's CM/ECF system). The uploading screen can be accessed under *Bankruptcy Events* menu (for bankruptcy cases) or *Adversary Events* menu (for adversary proceedings).
- (b) **Order Upload Screen.** The Order Upload screen enables the user to electronically lodge an order for the court on motions and certain non-motion types (e.g., petitions, disclosure statements, plans, and adversary complaints) that have been filed and recorded onto the CM/ECF docket.
- (c) **Linking the Proposed Order to Application CM/ECF Docket Entry.** The upload process requires the CM/ECF user to select the applicable CM/ECF docket entry that the order relates to. The same docket entry must be selected when filing the Notice of Lodgment. (See section 4.2(b) of this Court Manual).
- (d) **Rejected Order Upload.** If your proposed order is rejected or if there is something further that the court will require you to do before it will sign the order that was lodged, you may receive notification from the court either by e-mail or by telephone. The body of the e-mail may contain specific information stating the reason(s) for rejection or the additional steps that must be taken before the court will sign the order that was lodged. If a new corrected order needs to be uploaded, login to CM/ECF to "add" a new order. The unused order will NOT be docketed onto the Case Management ("CM") docket.

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 be lodged in Microsoft Word format (versions 2003, 2007, or 2010) (See *Exhibit 1* in this section of the Manual).

Do not include a proof of service of the proposed form of order in the version that is uploaded through LOU. (If a NOL must be filed, the NOL that you separately file with a copy of the

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proposed order is the court's record of who was served with the proposed order.) Do not include a Notice of Entered Order.

- (2) If allowed, an exhibit and/or attachment may be uploaded in PDF format along with the order. (See section 4.2(g) of this Manual).

(b) Identifying Service Lists.

- (1) If a party is a registered CM/ECF user they will only receive a Notice of Electronic Filing ("NEF") of the entered order.
- (2) The debtor and debtor's attorney, if any, will receive from the court a BNC notice of the order.
- (3) If a party requires notice and will not receive a BNC notice or an NEF, the lodging party must serve a copy of the entered order on these parties. (After this service has been accomplished, the lodging party should file a proof of service to this effect within 72 hours.)
- (4) The CM/ECF Mailing Information ("Mailing List"), accessible from the Utilities menu in CM/ECF, can be queried by both external CM/ECF users and internal court staff to determine how parties will receive notice of the entered order.
- (5) To query the CM/ECF 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 specified case/adversary proceeding will appear with all parties found in CM/ECF, and will be listed under either the Electronic Mail Notice List ("EMNL"), the No Notice List, or the Manual Notice List ("MNL").

(A) Bankruptcy Main Case.

- (i) Parties listed under the EMNL will receive an NEF.
- (ii) Parties who are on a related adversary case and have asked **not** to receive notice/service for the lead bankruptcy case will appear under the "No Notice List."
- (iii) Parties listed under the MNL who are entitled to service must be served by the lodging party.
- (iv) The debtor(s) and debtor(s) attorney, although not listed in the CM/ECF Mailing Information, will receive

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the entered order via the BNC, if the order is entered on a bankruptcy case docket.

- (v) Attorneys representing a party in a related adversary proceeding will appear on the CM/ECF 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.

- (i) All parties listed under the EMNL will receive an NEF.
- (ii) All parties listed under the MNL with a complete mailing address will receive a BNC notice.

(C) Miscellaneous Information.

- (i) Do not provide the court with envelopes for its use in connection with the service of any entered orders.
- (ii) 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.
- (iii) To quickly identify whether a name appears in the CM/ECF 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.
- (iv) An NEF will be sent to all registered CM/ECF users who appear when querying the EMNL of the CM/ECF Mailing Information for a main case for actions in both the main case and an adversary proceeding.

- (c) **Processing of Entered Orders.** Once signed by the judge, the order will be entered on the court's docket by the Clerk's Office. Within 72 hours, the BNC Certificate of Notice will appear on the court's docket.

EXHIBIT 1

1	Joe Attorney 1234 Main Street	
2	Los Angeles, CA 90012	
3	(213) 555-1234	
4	Attorney for Debtor	
5		
6		
7		
8	UNITED STATES BANKRUPTCY COURT	
9	CENTRAL DISTRICT OF CALIFORNIA – Santa Ana Division	
10		
11	In re	Case No.: 6:08-10000-XX
12	JOHN DOE,	Chapter 13
13		ORDER GRANTING DEBTOR'S MOTION TO DISALLOW CLAIM OF PROGRESSO CANNERY
14		Hearing Date: October 1, 2008
15		Hearing Time: 10:00 a.m.
16		Courtroom: 5175
17	Debtor.	Ronald Reagan Federal Building 411 West Fourth Street Santa Ana, CA 92701-4593
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.	
22	###	
23		
24		
25		

4.5 Noticing Terminology Glossary

- (a) **BNC Notice.** A notice from the court (either in paper or e-mail) delivered by the Bankruptcy Noticing Center (BNC), a government contractor, 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/ECF 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 an NEF; and
 - (B) The Manual Notice List (MNL) which identifies parties to be served via a BNC notice or by the party lodging an order.
 - (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 case actions.
- (e) **CM/ECF 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/ECF Party List.** All persons or entities known to CM/ECF that have filed a document in the case, including those filing a request for Courtesy NEF.
- (g) **Creditor List.** Every creditor in the case.

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- (h) **Electronic Bankruptcy Notice (EBN)**. An electronic form of notice generated by the BNC.
- (i) **Electronic Notice List (ENL)**. A list of parties in CM/ECF that receive email notice service in a particular case (see CM/ECF) screen sample in Section 4.4(b)).
- (j) **Electronic Service**. Electronic service by way of a 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 Receipt**. 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/ECF Party List.
- (p) **Manual Notice List (MNL)**. A list of parties in CM/ECF that do not receive electronic notice in a particular case and, therefore, must be served manually (see CM/ECF screen sample in Section 4.4(b)).
- (q) **Notice of Electronic Filing (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.
- (r) **No Notice List**. A list of parties in CM/ECF who have asked not to receive any notices in a particular case (see CM/ECF screen sample in Section 4.4(b)).
- (s) **Notice of Entry**. Clerk’s Office certification on the docket that an order was entered and signed by the court.
- (t) **Notice of Lodgment (NOL)**. LBR forms (F9021-1.2.BK.NOTICE.LODGMENT for bankruptcy cases or LBR form F 9021-1.2.ADV.NOTICE.LODGMENT for adversary proceedings) filed via CM/ECF, to which a copy of an order that will be or has been lodged must be attached. (The order must still be separately lodged.) As the NOL is

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docketed and linked to the applicable motion, a record is created of the lodged order or judgment and the parties served with the lodged order or judgment.

- (u) **Proof of Service.** The certification by a party, usually *an attorney*, indicating completion of their noticing/service duty on all pertinent parties.
- (v) **Service List.** The list of parties that are to be served that may be included with the Proof of Service or Certificate of Notice.

4.6 **Orders Served through the Bankruptcy Noticing Center (BNC)**

- (a) **Notice and Service by Mail.** The Bankruptcy Noticing Center will give notice of the entry of the judgment or order by mail only as follows:
 - (1) **Bankruptcy Cases.** The BNC will send notice of an order ONLY to the debtor and debtor's attorney (when not a registered CM/ECF User).
 - (2) **Adversary Proceedings.** A complete street address must be listed on the CM/ECF docket for an adversary proceeding in order for the BNC to deliver notice of an order. If an address is missing or incomplete, the BNC will not deliver a notice to that party or attorney. Please contact 1-855-460-9641, if there is an address missing from the docket.
 - (A) **Parties.** The BNC will send notice of an order to all plaintiffs and all defendants whose complete street addresses are listed on the CM/ECF docket for the adversary proceeding.
 - (B) **Attorneys.** The BNC will send notice of an order to attorneys who do not receive notices electronically by NEF, if a complete address is listed on the CM/ECF docket for the adversary proceeding.
- (b) **Notice and Service on other Parties.** Any persons or entities who (1) do not receive orders by NEF, (2) who are entitled to such service of an order or judgment pursuant to FRBP 9022 and LBR 9021-1(b), and (3) will not be served by BNC, must be served as follows:
 - (1) **Lodged Party Serves the Order or Judgment.** If a party lodges the order, that party must promptly serve the order on that person or entity and file a Proof of Service of Document within 72 hours from entry of the order or judgment.

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- (2) Court Serves the Order or Judgment. If the court prepares the order, and the person or entity does not receive service via NEF, the court will send the order by U.S. mail to that person or entity.