

**MANDATORY USE OF L.O.U. FOR
ALL ORDERS**

Effective June 10, 2010

Hon. Ernest Robles

USBC Central District of California - Los Angeles Division

These guidelines apply only to parties represented by counsel and non-attorney professionals - i.e., Appraisers, Accountants, Realtors, etc. If you do not have an attorney, you are allowed to lodge your order at the Intake window located at 255 East Temple Street, Room 940, Los Angeles, CA 90012.

All proposed orders are to be lodged electronically on all cases and adversary proceedings using the court's Lodged Order Upload (LOU) program which is accessible via CM/ECF.

In order to file documents electronically for the United States Bankruptcy Court for the Central District of California, attorneys (and limited access filers) must register online at www.cacb.uscourts.gov and either provide proof of proficiency in ECF or complete an online training course. If you have further questions, please contact the ECF Help Desk by calling (213) 894-2365 or via email at ECF_Support@cacb.uscourts.gov. The ECF Help Desk is available Monday through Friday 9:00 a.m. - 4:00 p.m. (excluding Federal Holidays).

The guidelines will add certainty to the process and minimize costs/delay by:

- 1) Utilizing electronic processes of filing documents ("CM/ECF"), Lodged Order Upload ("LOU"), and service by Notice of Electronic Filing ("NEF");
- 2) Clarifying the "Service List for Entered Order"; and
- 3) Eliminating the need to provide envelopes and copies of orders.

A. Check Tentative Rulings

Judge Robles posts tentative rulings one court day prior to hearings.

Check to see if the motion will be granted without a hearing.

Go to www.cacb.uscourts.gov.

B. Lodge Proposed Orders via LOU

All parties represented by counsel and non-attorney professionals - i.e., Appraisers, Accountants, Realtors, etc must lodge orders via LOU. NO exceptions.

C. When Should a Proposed Order be Lodged?

Lodged via LOU - Proposed orders must be lodged via LOU after tentative rulings are posted; if a tentative ruling is not posted, lodge the proposed order after the hearing.

Lodged at Intake Window – Only **pro per debtors** are allowed to lodge proposed orders after the hearing. ***Paper orders lodged by non-pro per debtors will be returned unsigned.***

D. Preparing Proof of Service of Proposed Order

1. Proposed Orders on Unopposed Motions - 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 motion. This includes a case trustee or the United States trustee.*

2. Proposed Orders on Opposed Motions - Pursuant to LBR 9021-1(b)(4) and 9021-1(b)(3)(A), a proposed order must be served only upon any person, entity, or attorney who filed an opposition to the motion. *There is no obligation to serve the proposed order on any other person or entity.*

E. Prepare Service List for Entered Order

METHOD OF SERVICE

1. Served Electronically by the Court - List the names and email addresses *only* of attorneys who are listed in CM/ECF on the Electronic Mail Notice List to receive an email notice. *The U.S. trustee and case trustee will always be in this category.* (See the Court Manual for help in determining who receives electronic service.)

2. Served via U.S. Mail by the Court - list the names and mailing addresses of persons, entities, and/or attorneys listed in CM/ECF under Manual Notice List. *The debtor will always be in this category. DO NOT* list any of the same people being served electronically. **DO NOT** list anyone who is not one of the **Parties who will be served by the Court.** (See the Court Manual for help in determining who receives manual - U.S. Mail - service.)

3. Service by Movant - If Movant desires to serve a copy of the entered order on persons or entities not listed in **Parties who will be served by the Court**, Movant may do so. Movant must then file a Declaration re proof of service listing the parties' names addresses and method of service. Under this category, Movant can list other lien holders, co-borrowers, or persons/entities they want to serve.

F. Copies of Proposed Order; Envelopes

All Section 362 Orders are served electronically by the Court via NEF to case trustees, the United States trustee, and to attorneys who are on the Electronic Mail Notice List for the particular bankruptcy case.

All Section 362 Orders are served by the Bankruptcy Noticing Center ("BNC") in Herndon, Virginia via U.S. Mail to debtor and to persons or entities that are on the Manual Notice List for the particular bankruptcy case.

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 the Court Manual.*