

L.O.U. ORDER PROCEDURES FOR JUDGE TIGHE

The court is accepting electronic orders for all judges through the court's Lodged Order Upload (L.O.U.) program. For more information on how to use this program and detailed L.O.U. instructions, please visit: <http://www.cacb.uscourts.gov/lou-lodged-order-upload>

All L.O.U. orders, as with paper orders, must comply with L.B.R. 9021-1.

Common Problems with L.O.U. Orders:

Below are some common problems that we have seen with L.O.U. orders. *Orders with the following problems WILL NOT be processed or entered:*

- ☐ No proof of service of the proposed order attached reflecting notice to proper parties
- ☐ No or insufficient property description attached to Relief from Stay Orders (i.e. "Said county" language not sufficient)
- ☐ No service list for entered order
- ☐ No stamped, pre-addressed envelopes for all parties not receiving electronic notice on the proposed order service list within 48 hours of electronic submission
- ☐ Proof of service date programmed to reflect current date and not date of actual service. [It appears that certain word programs automatically updates the date when the document is viewed. Please disable this function so that the proof of service date will reflect the date of service and not the date chambers opens the document.]
- ☐ Please note that a notice of entry is NOT required.

Judge Tighe's Procedures for Deficient Orders:

If a submitted L.O.U. order has any of the following problems above or fails to comply with applicable bankruptcy rules, Judge Tighe's chambers will send a notice (via phone, email, or mail) to the party who submitted the order. No further notice will be given. The deficient order will be marked unused, being treated as if no order has been submitted.

Parties will still be responsible for complying with L.B.R. 9021-1(a)(1) and for resubmitting a proper order within the time set forth in L.B.R. 9021-1.