

LODGED ORDER UPLOAD (“L.O.U.”) ORDER PROCEDURES FOR JUDGE SALTZMAN

The Court is accepting electronic orders for all judges through the Lodged Order Upload (“L.O.U.”) program.

ALL L.O.U. ORDERS, AS WITH PAPER ORDERS, MUST COMPLY WITH LOCAL BANKRUPTCY RULE (“LBR”) 9021-1.

Common Problems with L.O.U. Orders:

Below are some common problems 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.
- Proof of service date programmed to reflect current date and not date of actual service. [It appears that certain word processing 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.]
- No or insufficient property description attached to Relief from Stay Orders (i.e., “Said County” language not sufficient)
- No “Notice of Entered Order and Service List.” Please note that a notice of entry is NOT required.
- **When formatting the order, please make sure there is no text or images in the last three inches of the last page of the order, i.e., you *do not* need to include a signature block, and there should be no text below line 23 if using pleading paper.**
- Pursuant to LBR 9021-1(b)(1)(B), **DO NOT** lodge orders until after the hearing or trial of the underlying matter.
- Pursuant to LBR 1017-1(a)(2) and (3), orders to convert a case must include ample notice and a declaration re no-objection.

Judge Saltzman’s Procedures for Deficient Orders:

If a submitted L.O.U. order has any of the above problems or fails to comply with applicable bankruptcy rules, Judge Saltzman’s chambers will send a notice (via phone, e-mail, 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 LBR 9021-1(a)(1) and for resubmitting a proper order within the time set forth in LBR 9021-1.