

**MANDATORY USE OF LODGED ORDER UPLOAD (“L.O.U.”)
FOR SECTION 362 ORDERS
JUDGE SALTZMAN**

These L.O.U. guidelines apply to orders on motions: (1) for relief from the automatic stay; (2) to impose the stay; or (3) to continue the stay (collectively, “Section 362 Orders”).

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

- (1) Using electronic processes of filing documents (“CM/ECF”), L.O.U. 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.

Judge Saltzman, like many other bankruptcy judges in the Central District of California, requires adherence to the following guidelines:

A. CHECK TENTATIVE RULINGS

Judge Saltzman posts tentative rulings at least one day before hearings. Check to see if relief will be granted without a hearing, and if so, exactly what relief.

Go to the Court’s website at www.cacb.uscourts.gov.

B. LODGE PROPOSED ORDERS VIA L.O.U.

All CM/ECF users **must** lodge Section 362 Orders via L.O.U. NO EXCEPTIONS.

C. WHEN TO LODGE A PROPOSED ORDER

Lodged via L.O.U. – Proposed orders may be lodged via L.O.U. **after the hearing has been held.** Judge Saltzman will not accept any orders prior to the actual hearing. If an order is lodged before the hearing, it will be rejected and will need to be re-lodged at the appropriate time.

Lodged at Intake Window – Non-CM/ECF users may lodge orders **after the hearing has been held.**

D. F 4001-1 FORM ORDERS ARE MANDATORY

Mandatory Forms – All Section 362 Orders must be prepared using a mandatory F 4001-1 order, available at the Court’s website, www.cacb.uscourts.gov. “by hovering over the red “Forms” tab, select “Local Bankruptcy Rules Forms” and scroll down to the form.”

(Effective 10/22/12)

E. PREPARE PROOF OF SERVICE OF PROPOSED ORDER

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.

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.**

F. PREPARE SERVICE LIST FOR ENTERED ORDER

Parties Who Will Be Served by the Court:

- Debtor
- Debtor's counsel (if any)
- Case trustee
- U.S. Trustee
- Movant
- Any person, entity, or attorney who filed an opposition to the motion.

Method of Service:

- **Served Electronically by the Court** – List the names and email addresses only of attorneys who are listed in the CM/ECF on the Electronic Mail Notice List to receive an e-mail notice. **The U.S. Trustee and case trustee will always be in this category.** (Please see the Court Manual for help determining who receives electronic service.)
- **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”** listed above. (Please see the Court Manual for help determining who receives manual – U.S. Mail – service.)
- **Served by Movant** – If the Movant desires to serve a copy of the entered order on persons or entities NOT listed above in **“Parties who will be served by the Court,”** the Movant may do so. The Movant must then file a Declaration re proof of service listing the parties' names, addresses and method of service. Under this category, the Movant can list other lien holders, co-borrowers, or other persons/entities they want to serve.

G. PROVIDE COPIES OF PROPOSED ORDERS AND ENVELOPES

All Section 362 Orders are served electronically by the Court via NEF to case trustees, the U.S. 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 the debtor and to persons or entities that are on the Manual Notice List for the particular bankruptcy case.

Copies of all Proposed Orders, Regardless of How Lodged:

- **DO NOT** provide any copies of the proposed order for mailing because copies will be printed either by the BNC (for all relevant addresses on the Manual Notice List) or by the Court (in the rare, unique case).
- **ONLY SEND ONE COPY** to the Court along with the L.O.U. receipt per the L.O.U. procedures (Judge Saltzman’s L.O.U. procedures can be found on the Court’s website, www.cacb.uscourts.gov, by clicking “Information” on the main page, and then “Saltzman, D.” under “Individual Judges”), and do so the same day that the proposed order is lodged.

Stamped, Addressed Envelopes, Regardless of How Proposed Order Is Lodged:

- **DO NOT** provide envelopes for the debtor or other Manual Notice parties, as the BNC will prepare envelopes for them.
- **DO NOT** provide envelopes for case trustees, the U.S. Trustee or other Electronic Mail Notice parties, as they will be served electronically via NEF.
- **DO NOT** provide envelopes for any other person or entity as it is the responsibility of the Movant to serve the entered order and provide the Court with a Declaration re proof of service.