

## **SUBMISSION OF ORDERS FOR SIGNATURE**

PLEASE REFER TO LOCAL RULE 116 PRIOR TO SUBMITTING YOUR ORDERS FOR SIGNATURE. ORDERS WILL BE HELD FOR AN OBJECTION PERIOD PURSUANT TO LOCAL RULE 116(1)(e). ORDER ON UNOPPOSED HEARINGS SHALL BE GOVERNED BY LOCAL RULE 116(1)(g)

IF YOUR PLEADING DOES NOT COMPLY WITH LOCAL RULES, IT WILL BE REJECTED. FOR YOUR REFERENCE AND ASSISTANCE THE FOLLOWING IS A LIST OF THE MORE COMMON REASONS AN ORDER IS REJECTED.

### **ORDER**

1. Requires ORIGINAL plus ONE for Court, and ONE copy for each party in interest.
2. Requires self-addressed and stamped envelopes for each party in interest.
3. Requires proof of service.
4. Requires hearing date, time, and place under title of document.
5. Backing of all originals must have the short title of the document typed or printed in the LOWER RIGHT-HAND CORNER of backing.
6. Requires name, address and telephone number in the UPPER LEFT-HAND corner.

### **NOTICE OF ENTRY**

7. Requires Notice of Entry of Judgment form.
8. Requires ORIGINAL plus ONE for Court, and ONE copy for each party in interest.
9. Requires listing to Notice of ALL persons who are to be mailed a copy of the Notice and the Order. (THE FIRM OR PERSON WHO PREPARES THE NOTICE MUST ALSO APPEAR ON THE LIST). Notice is to be stapled to back of Order as the last page.
10. Do not serve Notice of Entry or attach a proof of service to Notice of Entry.

### **MOTIONS UNDER RULE 111(7)(a) and CHAPTER 7 MOTIONS FOR RELIEF FROM STAY, CASH COLLATERAL, ADEQUATE PROTECTION AND OBTAINING CREDIT**

11. Proceed under Local Rule 111(7)(a) and/or National Bankruptcy Rule 4001(d).
12. FILE: Motion, Notice of Motion, Proof of Service on Motion.
13. Submit Declaration of Non-Opposition after expiration of the 20-day period. Attach copies of ALL SUPPORTING
14. DOCUMENTS TO ORIGINAL DECLARATION ONLY as exhibits. Do not attach to copies.
15. Submit Order after expiration of 20-day objection period as per above Rule together with Declaration.
16. Submit copies of Order and of Notice for parties per above Rule.
17. Requires service of Order on Trustee or the U.S. Trustee.
18. Requires listing of the following on Notice of Entry: Trustee, U.S. Trustee, debtor, debtor's attorney, creditors committee, parties who require special notice, or parties whose interest in real property is affected.