

**LODGED ORDER UPLOAD PROCEDURES  
FOR THE HON. SCOTT H. YUN**

The court is accepting electronic orders for all judges through the Lodged Order Upload (“LOU”) program.

**All LOU orders, as with paper orders, must comply with Local Bankruptcy Rule (“LBR”) 9021-1. Please refer to LBR 9021-1(b) and Court Manual Sections 2.5 and 4.2 for the form of a proposed order.**

**I. COMMON PROBLEMS WITH LOU ORDERS**

Below are some common problems with LOU Orders. *Orders with the following problems WILL NOT be processed or entered:*

- No notice of lodgment when a written opposition to the underlying matter was filed.
- No Declaration That No Party Requested a Hearing on Motion [F 9013-1.2.NO REQUEST.HEARING.DEC] when the motion is filed under or requires notice under LBR 9013-1(o).
- Formatting does not allow chambers to edit or correct the proposed order.

**II. PLEASE ALSO NOTE**

- When a debtor consents to granting a motion on the modified terms set forth in the chapter 13 trustee’s comments on debtor’s motion, Judge Yun requires those terms to be inserted into the order directly below the check-box for “Granted on the terms set forth in the chapter 13 trustee’s comments on or objection to Debtor’s motion.”. Please see Judge Yun’s Judicial Variance Statement for more information.
- **Court-approved forms may not be altered or recreated** other than to add appropriate language in the spaces provided or to add attachments. LBR 9009-1(c). Please use the form orders in Word format on the court’s website. Do not use orders prepared by BestCase or other software providers because they are not an exact match for the court-approved forms. If there is no applicable court-approved form, the formatting rules provided in Court Manual Sections 2.5 and 4.2, and LBR 9021-1(b), must be followed.

**III. JUDGE YUN’S PROCEDURES FOR DEFICIENT ORDERS:**

If a submitted LOU order has any of the above problems or otherwise fails to comply with applicable bankruptcy rules, Judge Yun’s chambers will provide notice via e-mail through the CM/ECF noticing system 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. Please check your CM/ECF emails for the reason the order was rejected before contacting chambers. The reason for the majority of rejections should be self-evident upon review of the rules and procedures cited in the CM/ECF email. Please contact chambers only if you have a specific question or request for clarification *after* carefully reviewing the reason for rejection.