

Order Processing Guidelines

January 2013 – U.S. Bankruptcy Court, Central District of California

Lodging An Order

Do not include a Proof of Service	<i>Court Manual section 4.2(c)(3)</i>
Do not send a Judge's Copy	<i>Court Manual Appendix F - 2.2(e)</i>

Filing a Notice of Lodgment (NOL)

Not required when a motion is unopposed , because if no opposition is filed, no service of a proposed order is required.	Hearing: <i>LBR 9021-1(b)(4)</i>
	No Hearing: <i>LBR 3015-1(w)</i> <i>LBR 9013-1(o)(3)</i>
Only required when opposition to a motion is filed, or when an order requires signatures.	<i>Court Manual section 4.2(b)(4)</i>
Judge's copy required, but not for orders on relief from stay or to impose/continue the stay.	<i>LBR 5005-2(d)</i> , <i>Court Manual section 4.2(b)(6)</i>
Use the "Notice of Lodgment" event code created specifically for a Notice of Lodgment. Do not use a general notice event code (e.g. Notice).	

Bankruptcy Noticing Center (BNC)

Bankruptcy Case - BNC serves **all** entered orders, but **only** on the debtor (and debtor's attorney if not served via Notice of Electronic Filing).

Adversary Proceeding - BNC serves **all** entered orders on **all** parties (and attorneys if not served via NEF), but **only if** the adversary docket has a **complete** address for the party or attorney. [*Court Manual section 4.6*]