

# First Legal | Support Services

Court, Process, Messenger

## COURT NOTICES

August 2007

Greetings,

On behalf of First Legal please be aware of the following.

### United States Bankruptcy Court - Central District of California

#### Announcing New Pilot Program for Electronic Submission of Proposed Orders!

Effective, August 20, 2007, the Central District will begin piloting a new feature to ECF that allows electronic lodgment of proposed order with the court using ECF. **During the pilot phase, which will last approximately one month, proposed orders can only be uploaded for cases and adversary proceedings assigned to Chief Judge Vincent P. Zurzolo and Judge Alan M. Ahart.** Please continue to submit your proposed orders on paper for all other judges' cases and adversary proceedings. Once the pilot phase is concluded, uploading proposed orders into the ECF system will replace the current process by which proposed orders are lodged with the court.

Please note that the proposed order must be uploaded into ECF using a **Microsoft-WORD** document instead of a PDF. The order can then be electronically signed by the judge and then entered on the docket as a PDF without the need to print any paper at all. For step-by-step instructions on how to upload an order, please [click here](#). You may also access the electronic order submission procedures by accessing clicking on **Procedures and Rules>ECF Procedures>Orders**.

In order to provide effective service of the entered order on all parties-of-interest, it is imperative that the service list attached to your proposed order contains the method used for service of the proposed order. Therefore, your list must indicate whether a party was either electronically or manually served on the Service List.

If you have any questions, comments or suggestions related to electronically uploaded orders, please feel free to contact us at [ECF\\_Support@cacb.uscourts.gov](mailto:ECF_Support@cacb.uscourts.gov), or call the ECF Help Desk, at (213) 894-2365.

[Click here for a copy of the official court notice.](#)