

**United States Bankruptcy Court
Middle District of Georgia**

CM/ECF Electronic Orders (E-Orders)

E-Orders is a method of electronically submitting, routing, reviewing, disposing, docketing, and noticing of orders from within CM/ECF. It allows attorneys and trustees to submit orders electronically and provides judges and Court staff with the ability to process and sign these orders electronically as well.

What Are the Benefits of E-Orders?

- Attorneys using CM/ECF do not have to learn new software to submit orders.
- Orders can be submitted electronically 24 hours a day from anywhere with Internet access.
- Certain Chapter 13 Trustee's orders can be uploaded, routed, and signed in batches.
- E-Orders uses the Bankruptcy Noticing Center to serve orders.

What Do I Need to Use E-Orders?

- A CM/ECF account.
- A personal computer running a standard platform such as Windows.
- Word processing software and/or software to convert orders into PDF.
- Internet access and a browser such as Internet Explorer.

What Are the Requirements for E-Orders?

- E-Orders must be in portable document format (PDF).
- The top margin on the FIRST PAGE must be FOUR (4) INCHES. All other pages of the order will have a top margin of one (1) inch.
- The LAST LINE in the order must contain the following text: END OF DOCUMENT, centered, to indicate that the order is complete.
- A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.
- All orders prepared by legal counsel shall indicate the name of the law firm, name of the attorney responsible for the order, attorney bar ID#, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the text END OF DOCUMENT.
- If the submitting party wishes to indicate to whom copies of the signed order should be sent, those party's names and addresses shall be included on the order, after the line containing the text END OF DOCUMENT.
- The font used to create orders must be Courier or Times New Roman (regular, bold, italic, and bold italic). Other fonts will not process correctly through the Court's noticing center.

Are There Fees?

There are no added fees for submitting orders by CM/ECF Electronic Orders (E-Orders). Electronic access to Court data is available through the Public Access to Court Electronic Records (PACER) program. Copies are available for viewing or downloading at eight cents per page. Directed by Congress to fund electronic access through user fees, the judiciary has set the fee at the lowest possible level sufficient to recoup program costs.