

Instructions For Using the Order Template and Tips on Downloading and Completing Online Forms

Pursuant to a General Order of the United States Bankruptcy Court for the District of New Jersey, entered on or about March 27, 2002, the Court will implement Case Management/Electronic Case Filing (“CM/ECF”) on April 1, 2002.

In order to accommodate CM/ECF, the Court further entered an Order on or about March 27, 2002 requiring that all proposed forms of order submitted subsequent to the implementation date, whether submitted electronically or conventionally, must substantially conform with the order template and accompanying directions maintained by the Court, and made available on the court’s web site www.njb.uscourts.gov.

Specifically, as provided by the Court’s *Administrative Procedures for Filing, Signing, and Verifying Documents by Electronic Means* (the “*Administrative Procedures*”), at paragraph II. E. 3, all proposed forms of order, whether submitted electronically or conventionally, shall be formatted in accordance with instructions provided by the Clerk. The *Commentary Supplementing the Administrative Procedures* at paragraph II. 5 provides:

Any proposed form of order whether submitted electronically or conventionally, must substantially conform with the order templates maintained by the Court, and made available on the Court’s website www.njb.uscourts.gov. Signatures approving orders will be affixed electronically providing for little tolerance in this area. Orders which do not comply will be returned as defective.

All forms of order submitted on or after April 1, 2002 must conform to the above referenced guidelines.

General Information

- ◆ The software utilized to affix each judge’s signature will also place an official court seal, the word “DATED,” the date signed, a signature line and the words ”JUDGE, UNITED STATES BANKRUPTCY COURT” under the signature line on the first page of the template. To accomplish this, the lower section of the template must remain blank (4.5 inches from the bottom edge of the page). The Order Template has been posted on our internet site in 3 formats: PDF, Word Perfect and MS Word. The court will reject all orders that do not conform to the Official template.
- ◆ Although the Template contains a space for a hearing date and an Adversary Proceeding number, the insertion of this information is necessary only when appropriate. That is, for proposed forms of order submitted prior to a hearing date, the Court will assign the

hearing date. For proposed forms of order submitted subsequent to a hearing date pursuant to D.N.J. LBR 9072- 1, or 9072-2 , the hearing date should be inserted.

- ◆ For easy access you may wish to save the templates on your computer hard drive or network. Please follow the steps outlined on page 4 below to do so.

Orders to be submitted via CM/ECF by Certified Participants

All proposed forms of order submitted with the following documents shall be uploaded as an attachment to the pleading during the electronic filing process -

- Motions
- Applications
- Orders to Show Cause (submit as an attachment to an Application)
- Orders Shortening Time (submit as an attachment to an Application)
- Creditor's Certification of Default
- Trustee's Certification of Default

Orders to be submitted via email by Certified CM/ECF Participants

Proposed forms of order as specified below shall be submitted to the appropriate judge's email box:

- Consent Orders, including Applications and Consent Orders in lieu of motions pursuant to D.N.J. LBR 9013-1(j) (A Certificate of Consent must also be attached to the email and must also be filed in CM/ECF)
- Orders submitted pursuant to D.N.J. LBR 9072-1(c), 9072-2 and Objections thereto
- Orders submitted pursuant to a judge's bench ruling
- Orders Confirming a Plan
- Orders To Employer to Pay Chapter 13 Standing Trustee

Using the Judge's email boxes

All CM/ECF participants must submit the orders specified above via the appropriate judge's email box. The email boxes are to be utilized by Certified Participants exclusively for the purposes set forth above and as further outlined in the Court's Administrative Procedures and Commentary Supplementing same. Participants will be provided the email addresses either at training or after Certification.

The following are guidelines to assist you when submitting orders via email.

- The subject line of the email must contain the case number and a brief description of the order, such as: 01-10001 Relief From Stay.
- The parties served, and their roll in the matter, must be listed in the body of the email, e.g. John Jones, attorney for Chase Manhattan Bank or Jane Doe, debtor.
- When submitting a consent order, a Certificate of Consent¹ must be included in the email as well as filed via CM/ECF.
- When filing an Application and Order to Show Cause or an Application and Order to Shorten Time via CM/ECF, you must also notify the judge of the filing via email

Conventionally Filed Consent Orders

Effective immediately, the court will no longer retain conventionally filed consent orders bearing original signatures. The proponent of such order shall retain the order bearing the original signatures of the consenting parties and submit a copy of the consent order bearing /s/John Doe on the signature lines for all consenting parties. The proponent must simultaneously submit with the consent order a separate document entitled Certificate of Consent which certification complies with the requirements set forth at ¶11.5 of the Court's Commentary Supplementing Administrative Procedures located on the Court's internet site www.njb.uscourts.gov.

¹ A Certificate of Consent form is available on our website, www.njb.uscourts.gov, under Forms.

Saving Forms from Our Web Site to Your Computer or Network

- STEP 1 Right-click on the name of the form you wish to save
- STEP 2 Click “Save Target As”
- STEP 3 Navigate to the location on your computer’s hard drive (usually the C drive) or network where you wish to store the form
- STEP 4 Click [SAVE]

Completing Forms Using Adobe Acrobat

Completing a PDF form is very easy. If you notice, when your cursor is placed over a document in Adobe Acrobat a hand similar to the one pictured below replaces your normal cursor. Although the form fields are invisible, the cursor changes from a “hand” to an “I-Beam.” when placed over a form field. Just click where an I-Beam appears and type the necessary information then press the [Tab] key to move to the next field.



Normal cursor in Windows



Normal cursor in Adobe Acrobat - changes to I-Beam when cursor is placed over a “fillable” field

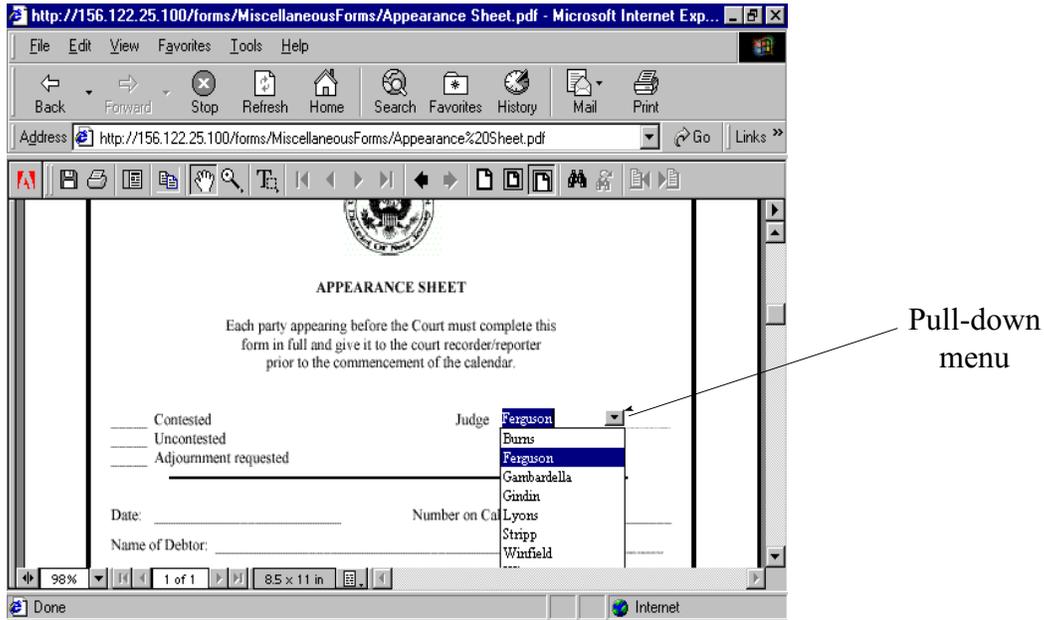


I - Beam cursor - appears when cursor is placed over a “fillable” field in Adobe Acrobat Reader



Finger cursor - Hand cursor changes to a finger when placed over a box that can be “checked.” To place a check in the box, click once on the box. To remove a check, click once on the box.

Many of the interactive (fillable) forms on our internet site contain information in a pull down menu as shown below. For example, the appearance sheet has been redesigned and includes a pull-down menu which lists the name of each bankruptcy judge in our district. To use the pull-down menu, click on the down arrow, scroll down until the information you need is highlighted then click on that information.



For information or answers to your questions regarding Order Templates please contact Lisa Seiler, Management Analyst, at 609-989-2200 ext. 243.

For information or answers to your questions regarding forms on our intranet site contact Judi LeCompte, Management Analyst, at 609-989-2200 ext. 277.

Revised: May 1, 2002