

SUBMITTING ORDERS

When you submit an order to the court for signature :

- 1) You must email the order to the appropriate judge as follows:

orders_Brahney@laeb.uscourts.gov or

orders_Brown@laeb.uscourts.gov or
- 2) The order must be in a word processing form, **not pdf**.
- 3) The order must be an attachment to the email;
- 4) You must title the subject line of the email according to the type of order you are submitting. The subject line should read as follows:
 - a) If the order is in connection with a motion or matter noticed for hearing, the Subject Line of the e-mail should start with the numeric date of the hearing, a space, then the six or seven digit adversary or bankruptcy case number then the chapter of the case, i.e., **02/05/01 01-12345 ch7**.
 - b) If the order is in connection with an ex parte motion, the Subject Line of the e-mail should start with the word Ex parte, a space, then the six or seven digit adversary or bankruptcy case number then the chapter of the case, i.e., **Ex parte 01-12345 ch13**.
 - c) If the order is in connection with a motion for which expedited relief is sought, the Subject Line of the e-mail should start with the word Expedited, a space, then the six or seven digit adversary or bankruptcy case number, then the chapter of the case, i.e., **Expedited 01-12345 ch11**.