

INSTRUCTIONS FOR SUBMITTING ORDERS

1) **When you submit an order to a judge for signature:**

You must e-mail the order to the appropriate judge's chambers
as follows:

SectionAOrders@laeb.uscourts.gov or

SectionBOrders@laeb.uscourts.gov

2) **When you submit an order, i.e., writ of fieri facias, orders for cost decided by the clerk, orders for allocation of bond premiums and orders for refunds in Standing Order 2006-3 to the Clerk for signature:**

You must e-mail the order to orders_clerk@laeb.uscourts.gov

3) The order must be in a word processing form, **not pdf**.

4) The order should include in the case caption the section to which the case is assigned, i.e. "Section A" or Section B".

5) The text of the order should include:

- a) The name of the filing party (not counsel);
- b) The motion to which the order refers;
- c) The hearing date, if applicable; and
- d) The attorney's name, mailing address and telephone number
at the lower, left of the last page of the order.

6) The order should **not** include a signature block for the judge.

- 7) The order must be an attachment to the e-mail.
- 8) You must title the subject line of the email according to the type of motion to which your order refers. **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 ch12.**
 - d) If the order is in connection with an emergency motion, the Subject Line of the e-mail should start with the word Emergency, a space, then the six or seven digit adversary or bankruptcy case number then the chapter of the case, i.e., **Emergency 01-12345 ch11.**

Reminder: Do not write notes or messages in the body of the e-mail.