

Application for Employment of Special Counsel Manual

1. FILING AN APPLICATION FOR EMPLOYMENT OF SPECIAL COUNSEL
2. FILING A NOTICE OF HEARING FOR YOUR APPLICATION
3. FILING A CERTIFICATE OF SERVICE FOR YOUR APPLICATION
4. EMAILING YOUR ORDER TO THE JUDGE

File the above in the below order:

Application/Motion

Notice of Hearing

Certificate of Service

Email your Order to the Judge

NOTE: All of the above filings have separate events and refer to previous events, which is why the order of filing is important

Your PDF should consist of the following:

The Application to Employ Special Counsel along with any attachments, an affidavit or exhibits.

NOTE: make sure your Application to Employ Special Counsel is signed and dated.

If you are not admitted to the Middle District of Louisiana, contact the Bankruptcy Court for additional requirements and instructions. United States Bankruptcy Court Middle District of Louisiana 707 Florida Street, Room 119 Baton Rouge, LA 70801
Phone - 225-346-3333

Pages 2-7 Instructions for filing Application for Employment of Special Counsel

Pages 8-14 Instructions for filing Notice of Hearing

Pages 15-21 Instructions for filing your Certificate of Service

Pages 22-23 Instructions for emailing your Order to the Judge

FILING A MOTION

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Motions/Applications**.

File a Motion screen. Enter the bankruptcy case number with a hyphen.

File a Motion

Case Number

13-10006 Find This Case

Next Clear

Click Next

Select **Employ (Application)** from the list.

File a Motion

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)

Assets: y Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Dismiss Case for Failure to File Documents under 521(i)	Employ (Application)
Dismiss Case for Failure to File Tax Documents	
Dismiss Case for Failure to Make Plan Payments	
Dismiss Party	
Dismiss/Withdraw Document	
Employ (Application)	
Enroll	
Examination (2004)	
Examine Judgment Debtor	
Excuse Debtor from Creditors' Meeting	
Exemption from Credit Counseling	
Exemption from Financial Management Course	
Exemption from Means Test	
Expediting Hearing	
Expunge	

Next Clear

Click Next

You will see a box to check if Joint filing with other attorney(s). **Do Not** check the box.

File a Motion:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. **Do Not** select the debtor(s). You will select your name as Special Counsel.

Search for Party screen. You will search for yourself as a party. Type your first, middle, and last name. **Do Not** enter a Social Security Number, or Tax ID.

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

Click **Search**

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

Party search results

No person found.

Create new party

If no person found, then click **Create New Party**.

Party Information screen. You will add yourself as a party. Enter your first, middle, and last name. Beginning with Address Line 1, enter your mailing address. Enter your city, state, and zip code.

You **must** change the Role from Consolidated debtor, to Special Counsel. **Failing to change the party role will result with you adding yourself as a joint debtor.**

Party Information

Last name	<input type="text" value="Fielding"/>	First name	<input type="text" value="Daniel"/>
Middle name	<input type="text" value="R."/>	Generation	<input type="text"/>
SSN/ITIN	<input type="text"/> 999-99-9999	Title	<input type="text"/>
Office	<input type="text"/>	Tax Id/EIN	<input type="text" value="12-1234567"/>
Address 2	<input type="text"/>	Address 1	<input type="text" value="1208 Surf Avenue"/>
City	<input type="text" value="Brooklyn"/>	Address 3	<input type="text"/>
County	<input type="text"/>	State	<input type="text" value="NY"/>
Phone	<input type="text"/>	Zip	<input type="text" value="11224-2816"/>
E-mail	<input type="text"/>	Country	<input type="text"/>
Role	<input type="text" value="Spec. Counsel (sp:prf)"/>	Fax	<input type="text"/>
Party text	<input type="text"/>		

Click **Submit**

Select the **Party** screen. Select yourself as the party.

File a Motion:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Select the Party:

[Add/Create New Party](#)

Debtor, Mr. [Debtor]
Joint Debtor, Mrs. [Consolidated debtor]
U. S. Trustee, 11 [U.S. Trustee]

Click **Next**

****Make sure the box is checked creating the party association.****

File a Motion:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

IMPORTANT: The following attorney/party association(s) will be created in this case. De-selecting a party association will result in the filing attorney NOT receiving Notices of Electronic Filing for that party. If this is a joint filing, review the list carefully to ensure that only parties represented by the filing attorney are selected.

Fielding, Daniel R. (prf:sp) represented by Fielding, Daniel R. (aty)

Click **Next**

Browse/Choose File screen. This is where you will attach your PDF to the filing.

File a Motion:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Filename

Attachments to Document: No Yes

Click **Browse**

Select the PDF that relates to the filing.

Click **Open** or double click on the file name that relates to your filing.

If using Google Chrome:

Click Choose **File**. Select your Application to Employ Special Counsel PDF. Click **Open** or double click on the file name that relates to your filing.

Click **Next**

Enter the name of the person to be employed and the type of position.

File a Motion:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Enter Name of Person to be Employed

Enter Type of Position

Click Next

Docket Text: Modify as Appropriate screen. You should not have to make any modifications.

File a Motion:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Application to Employ Daniel R. Fielding as Special Counsel

Filed by Daniel R. Fielding on behalf of Daniel R. Fielding . (Fielding, Daniel)

Click Next

Docket Text: Final Text screen. Review this screen for errors. If you have any questions, contact the court.

File a Motion:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Docket Text: Final Text

Application to Employ Daniel R. Fielding as Special Counsel Filed by Daniel R. Fielding on behalf of Daniel R. Fielding. (Fielding, Daniel)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Click **Next**

Confirmation/Electronic File Stamp screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

FILING A NOTICE OF HEARING

Your PDF should consist of the following:

The Notice of Hearing with a correct hearing date, time, and location.

All hearing dates and times are located on the court's website. You should check these dates each time you file a Notice of Hearing, because they do change.

There are two sets of hearing dates located on the court's website. www.lamb.uscourts.gov
Make sure you look at the Chapter 13 hearing dates, times and location.

Motions: Chapter 13

These motions are to be scheduled for 9:00 a.m.

The Notice of Hearing must refer to the Application to Employ Special Counsel you have already filed.

Filing the Notice of Hearing with an incorrect date or time, will result in an Order Striking the Notice of Hearing. If the Notice of Hearing is not re-filed with a correct hearing date or time within five days, the Application to Employ Special Counsel will be stricken from the record on the sixth day.

The Notice of Hearing is NOT to be set for less than 21 days from the file date of the Application to Employ Special Counsel without first filing a Motion to Expedite Hearing, and an Order granting that motion has been entered.

Once logged into CM/ECF, click Bankruptcy on the blue bar.

Below Bankruptcy Events, click **Notices**.

File a Notice screen. Enter the bankruptcy case number with a hyphen.

File a Notice

Case Number
13-10006 Find This Case

Next Clear

Click Next

Select **Notice of Hearing** from the list.

File a Notice

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Notice	Notice of Hearing
Notice of Abandonment	
Notice of Appearance and Request for Notice	
Notice of Change of Address	
Notice of Chapter 11 Status Conference	
Notice of Commencement of Chapter 15 Case	
Notice of Deposition	
Notice of Foreign Representative's Intent to Commence Case	
Notice of Hearing	
Notice of Override of Preferred Address 342(e)	
Notice of Proposed Use, Sale or Lease of Property	
Notice of Recission of Reaffirmation Agreement	
Notice of Statement of Intention	
Notice of Voluntary Conversion 11 to 7	
Notice of Voluntary Conversion to Chapter 7	

Next Clear

Click Next

You will see a box to check if **joint filing with other attorney(s)**. Do not check the box.

File a Notice:

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click Next

Select **Party** screen. **Do Not** select the debtor(s). Select your name as Special Counsel.

File a Notice:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Select the Party:

Debtor, Mr. [Debtor]
Fielding, Daniel R. [Spec. Counsel]
Joint Debtor, Mrs. [Consolidated debtor]
U. S. Trustee, 11 [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

Click **Next**

Browse screen. This is where you will attach your Notice of Hearing PDF to the filing.

File a Notice:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Filename

Attachments to Document: No Yes

Next

Clear

Click **Browse**

Select the PDF that relates to the filing. Click **Open** or double click on the file name.

NOTE: If using Google Chrome click on **Choose File**

Select the Notice of Hearing PDF. Click **Open** or double click on the file name.

Click **Next**

Hearing Information screen. Do Not leave any blanks.

Enter the following information: **Hearing Date, Hearing Time, Hearing Location**
(Court hearings will be held at 707 Florida St., Rm. 222)


File a Notice:

[17-10005 Mr. Debtor and Mrs. Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

WARNING: To choose the proper hearing date for a matter requiring a 21 day notice, the hearing must be set no earlier than the 22nd day after the motion is filed. To choose the proper hearing date for a matter requiring a 30 day notice, the hearing must be set no earlier than the 31st day after the motion is filed.

Hearing Date: 5/17/2017  Hearing Time: 9:00 AM 

Location: 707 Florida St., Rm. 222 

Next

Clear

Click Next

You must check the Refer to existing event(s) box. Your Application to Employ Special Counsel will not appear on the court's calendar if not correctly linked.

File a Notice:

[17-10005 Mr. Debtor and Mrs. Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Refer to existing event(s)?

Next

Clear

Click Next

Select the category to which your event relates screen. You must select an event. If you are setting a motion for hearing, you would select **Motion**.

File a Notice:

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Select the category to which your event relates.

court
crcl
credtrd
misc
motion
notice
order
plan
trustee
usmact

Filed to

Documents to

Next Clear

Click Next

By previously selecting the motion event, **all** pending motions filed in the case will appear. **Check** the box next to the specific motion you are setting for hearing.

File a Notice:

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Select the appropriate event(s) to which your event relates:

02/07/2013 [5](#) Motion for Relief from Stay - 2006 Ford., in addition to Motion to Abandon .
Fee Amount \$176 Filed by Perry Mason on behalf of Mr. Debtor. (Mason, Perry)

03/13/2013 [8](#) Application to Employ Daniel R. Fielding as Special Counsel Filed by Daniel R. Fielding on behalf of Daniel R. Fielding. (Fielding, Daniel)

Next Clear

Click Next

In this next screen you will **only** select the docket entry associated with the Notice of Hearing by checking the box next to the event. Because this is a two part motion, the associated event will appear twice. **ONLY** check one of the two. **** This is a very important step. Failure to check the box next to the event will result in that event not showing on the court's calendar. ****

File a Notice:

[13-10283 Joey Paul Martin and Ann Marie Martin](#) **Converted** 04/16/2013

Type: bk Chapter: 13 v Office: 3 (Baton Rouge)
Assets: y Judge: ddd Case Flag: 707(b),
CONVERTED, MEANSYES

Type	hrg
Date	10/21/2015
Time	09:00
Location	707 Florida St., Rm. 222
Prompt	

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

Create Schedule record for current docket entry.

07/01/2015 [111](#) Application for Compensation for Lindsay Watts Sanchez, Special Counsel, fee:\$1,666.67, expenses:\$308.00., Motion to Ratify Settlement Filed by Lindsay Watts Sanchez. (Attachments: # [1](#) Settlement Statement) (Sanchez, Lindsay)

07/01/2015 [111](#) Application for Compensation for Lindsay Watts Sanchez, Special Counsel, fee:\$1,666.67, expenses:\$308.00., Motion to Ratify Settlement Filed by Lindsay Watts Sanchez. (Attachments: # [1](#) Settlement Statement) (Sanchez, Lindsay)

Click Next

Docket Text: Modify as Appropriate screen. You should not need to modify the text. The Certificate of Service **must** be filed separately

File a Notice:

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Notice of Hearing Filed by Daniel R. Fielding on behalf of Daniel R. Fielding RE: related document(s)[8] Application to Employ filed by Spec. Counsel Daniel R. Fielding) Hearing scheduled 4/19/2013 at 09:00 AM at 707 Florida St., Rm. 222. (Fielding, Daniel)

Click Next

Docket Text: Final Text screen. Review this screen for errors. Final text should show the hearing date, hearing time, location, related document(s) and document number. If you have any questions, contact the court.

File a Notice:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Docket Text: Final Text

Notice of Hearing Filed by Daniel R. Fielding on behalf of Daniel R. Fielding RE: related document(s)[8] Application to Employ filed by Spec. Counsel Daniel R. Fielding) Hearing scheduled 4/19/2013 at 09:00 AM at 707 Florida St., Rm. 222. (Fielding, Daniel)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Click Next

Notice of Electronic Filing screen. This confirms filing has been completed. It contains the case number, case name, docket number, date and time of filing.

Print this screen for your records

FILING A CERTIFICATE OF SERVICE

Your PDF should consist of the following:

The Certificate of Service with a listing of all parties on the mailing list being noticed by name and mailing address, or by name and e-mail address.

The Certificate of Service **must** be filed separately. Do Not include the Certificate of Service with any filing.

The Certificate of Service **must** refer to **all** related items, Motions, Notices etc.

The Certificate of Service **must** identify the pleadings served, the persons served by name, mailing address, or e-mail address. You must also state the date, and method of service.

Electronic Filers are responsible for serving documents upon all appropriate parties that do not receive service via the CM/ECF system.

If your Certificate of Service refers to an attached list for mailing, then you must attach the parties on the mailing list.

If you do not comply with Local Rule 9013-4, all related items will be stricken from the record the following day.

Once logged into CM/ECF, click **Bankruptcy** on the blue bar.

Below Bankruptcy Events, click **Other**.

The **Miscellaneous** screen. Enter the bankruptcy case number with a hyphen.

Miscellaneous

Case Number
13-10006 Find This Case

Next Clear

Click **Next**

Select **Certificate of Service** from the list.

Miscellaneous

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Balance Sheet	Certificate of Service
Ballots - Chapter 11	
Cash Flow Statement	
Certificate of Credit Counseling	
Certificate of Performance	
Certificate of Service	
Certificate of Service of Tax Information	
Certificate of Service of Tax Information to Requestor	
Certification of Compliance Under Section 1328(h)	
Chapter 11 Statement of Current Monthly Income	
Chapter 11 Status Report	
Chapter 13 Statement of Current Monthly and Disposable Income	
Chapter 15 List	
Chapter 7 Means Test	
Cure of Residential Judgment	

Next Clear

Click **Next**

You will see a box to check **if joint filing with other attorney(s)**. Do not check the box.

Miscellaneous:

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Joint filing with other attorney(s).

Next Clear

Click **Next**

Select Party screen. **Do Not** select the debtor(s). Select your name as Special Counsel.

Miscellaneous:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Select the Party:

Debtor, Mr. [Debtor]
Fielding, Daniel R. [Spec. Counsel]
Joint Debtor, Mrs. [Consolidated debtor]
U. S. Trustee, 11 [U.S. Trustee]

[Add/Create New Party](#)

Next

Clear

Click **Next**

Browse screen. This is where you will attach your PDF to the filing.

Select the Certificate of Service PDF that relates to the filing.

Click **Open** or double click on the file name.

Miscellaneous:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Filename

Attachments to Document: No Yes

Next

Clear

Click **Next**

NOTE: If using Google Chrome click **Choose File**

Select the Certificate of Service PDF. Click **Open** or double click on the file name.

Miscellaneous:

[17-10005 Mr. Debtor and Mrs. Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Filename

No file chosen

Attachments to Document: No Yes

Click **Next**

Refer to existing event(s) screen. Check the Refer to existing event(s) box.

Miscellaneous:

[13-10006 Mr. Debtor and Mrs. Joint Debtor](#)

Type: bk Chapter: 7 v Office: 3 (Baton Rouge)
Assets: y Case Flag: MEANSNO

Refer to existing event(s)?

Click **Next**

Select the category to which your event(s) relates screen. You **must** select a category.

Leave the filed date, and document number boxes blank.

If your Certificate of Service refers to both the Application to Employ Special Counsel and the Notice of Hearing, you will select both categories.

****To select multiple categories, hold the Ctrl key and select the motion and notice category.****

Miscellaneous:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Select the category to which your event relates.

- cmp
- court
- crcl
- crditcrd
- misc
- motion**
- notice**
- order
- plan
- trustee

Filed to

Documents to

Click Next

By previously selecting the category, all pending events filed in that category will appear.

Check the box next to the specific event(s) to which your Certificate of Service relates.

Miscellaneous:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Select the appropriate event(s) to which your event relates:

- 02/07/2013 5 Motion for Relief from Stay - 2006 Ford., in addition to Motion to Abandon . Fee Amount \$176 Filed by Perry Mason on behalf of Mr. Debtor. (Mason, Perry)
- 02/07/2013 6 Notice of Hearing Filed by Perry Mason on behalf of Mr. Debtor RE: related document(s)5 Motion for Relief From Stay filed by Debtor Mr. Debtor, Motion to Abandon) Hearing scheduled 3/13/2013 at 08:30 AM at 707 Florida St., Rm. 222. (Mason, Perry)
- 03/13/2013 8 Application to Employ Daniel R. Fielding as Special Counsel Filed by Daniel R. Fielding on behalf of Daniel R. Fielding. (Fielding, Daniel)
- 03/18/2013 9 Notice of Hearing Filed by Daniel R. Fielding on behalf of Daniel R. Fielding RE: related document(s)8 Application to Employ filed by Spec. Counsel Daniel R. Fielding) Hearing scheduled 4/19/2013 at 09:00 AM at 707 Florida St., Rm. 222. (Fielding, Daniel)

Next

Clear

Click Next

Docket Text: Modify as Appropriate screen. You should not have to modify the docket text.

Miscellaneous:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Docket Text: Modify as Appropriate.

Certificate of Service Filed by Daniel R. Fielding on behalf of Daniel R. Fielding RE: related document(s)[8] Application to Employ filed by Spec. Counsel Daniel R. Fielding, [9] Notice of Hearing filed by Spec. Counsel Daniel R. Fielding. (Fielding, Daniel)

Next

Clear

Click Next

Docket Text: Final Text screen. Review this screen for errors. Final text should show related document(s) and document number. If you have any questions, contact the court.

Miscellaneous:

13-10006 Mr. Debtor and Mrs. Joint Debtor

Type: bk

Chapter: 7 v

Office: 3 (Baton Rouge)

Assets: y

Case Flag: MEANSNO

Docket Text: Final Text

Certificate of Service Filed by Daniel R. Fielding on behalf of Daniel R. Fielding RE: related document(s)[8] Application to Employ filed by Spec. Counsel Daniel R. Fielding, [9] Notice of Hearing filed by Spec. Counsel Daniel R. Fielding. (Fielding, Daniel)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Have you redacted?

Click **Next**

Notice of Electronic Filing screen. This confirms the filing has been completed. It contains the case number, case name, document number, date and time of filing.

Print this screen for your records

SUBMISSION OF ORDERS AND JUDGMENTS

Orders are NOT to be filed electronically.

Orders should be submitted immediately after the Motion or Application is filed.

Orders must be e-mailed to the court. The address to which all proposed orders shall be sent is orders@lamb.uscourts.gov

A. Submission of Orders Upon Filing

For all motions, applications, objections to claims, and other requests for relief, the Electronic Filer shall e-mail an appropriate proposed order at the time of filing.

B. Email Transmission

Proposed orders and judgments shall be submitted to the court by e-mail as an attached document in WordPerfect or Word format. The e-mail shall be sent to the e-mail address for orders and judgments. Only one order shall be attached per e-mail.

C. E-Mail Address for Orders and Judgments:

orders@lamb.uscourts.gov

D. Subject Line of E-Mail (Pursuant Local Rule 9013-5)

1. For orders or judgments regarding matters noticed for hearing or set for trial, the subject line of the e-mail shall include the hearing date and case number only.

Example: 01/01/07 07-10001

2. For orders or judgments regarding ex parte matters or orders resolving matters prior to a scheduled hearing or trial date, the subject line of the email shall include the word ex parte and the case number only.

Example: Ex Parte 07-10001

3. For orders or judgments regarding expedited matters, the subject line of the e-mail shall include the word expedited and the case number only.

Example: Expedited 07-10001

E. Restrictions on Fonts

The Bankruptcy Noticing Center requires the use of Courier and Times New Roman, 12 point type and black type face only. Please use the same font throughout the proposed order or judgment.