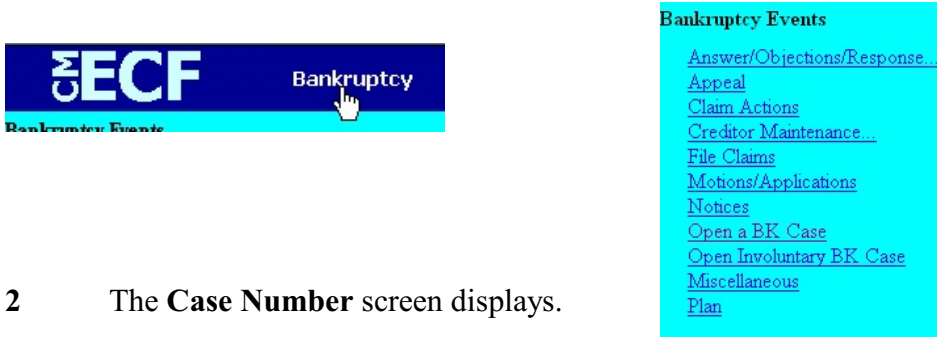
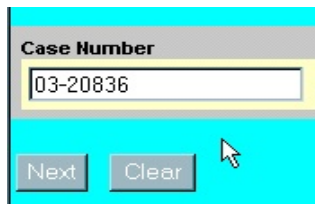


**Stand Alone Proposed Orders**

**STEP 1** Click the **Bankruptcy or Adversary** hyperlink, whichever is appropriate, on the CM/ECF Main Menu, then click on **Miscellaneous**.

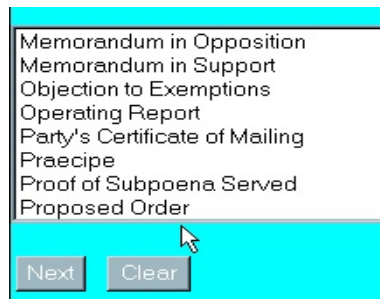


**STEP 2** The **Case Number** screen displays.



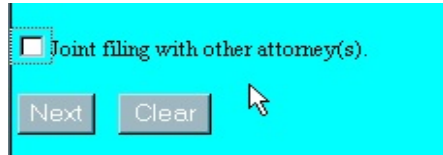
- ◆ Enter the case number.
- ◆ Click on the **Next** button.

**STEP 3** The **select type of document** being filed screen displays.



- ◆ Scroll the options to highlight Proposed Order.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen is displayed.



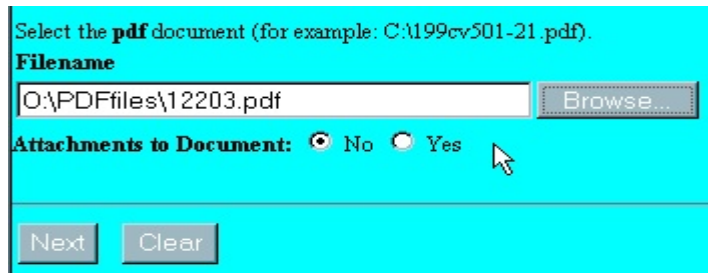
- ◆ Click in the **Joint filing with other attorney(s)** box only if this is a joint filing to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



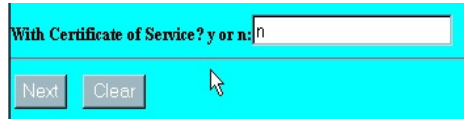
- ◆ Click on the party(s) name, then click on the **Next** button .

**STEP 6** The **Select the pdf document** screen displays.



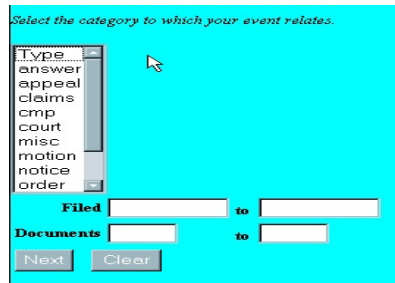
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ If there are no attachments to the document, click on the **Next** button.

**STEP 7** The **Certificate of Service** screen displays.



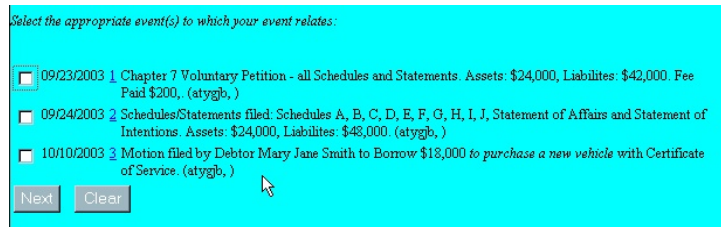
- ◆ Type a lowercase ‘y’ if a Certificate of Service is attached to your document or a lowercase ‘n’ if there is no Certificate of Service.
- ◆ Click on the **Next** button.

**STEP 8** The **Select Category** screen displays.



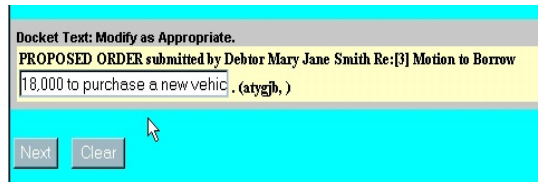
- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text** screen showing all related documents pertaining to the category chosen in Step 8 is displayed.



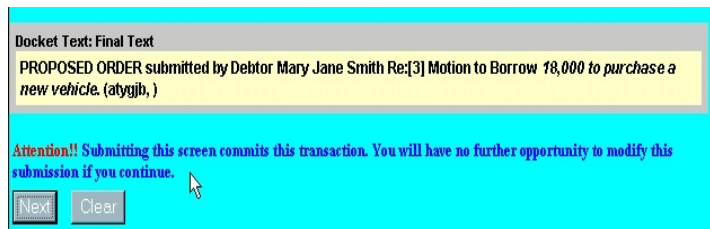
- ◆ Click in the box to the left of the document(s) being withdrawn.
- ◆ Click on the **Next** button.

**STEP 10** The **Docket Text: Modify as Appropriate** screen displays.



- ◆ Add additional text if needed.
- ◆ Click on the **Next** button.

**STEP 11** The **Docket Text: Final Text** screen displays.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the *Bankruptcy* hyperlink on the *Menu Bar*.

**STEP 12** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

