

SUBMITTING PROPOSED ORDERS TO THE COURT

C Submitted in Word or WordPerfect Version 5.1 or higher format.

If using WORD:

- a. After you have completed your Word document, use the “**Save As...**” command under the “**File**” feature
- b. On the “Save As Type” drop-down box, go to the bottom of the list and select “**WordPerfect 5.x for Windows**”
- c. Save the document to your hard drive or local area network.
- d. If you are unable to use the “Save As” function, you can submit your proposed order in WORD format as long as it is in simple format, i.e. no line numbering, no footers/headers, or other complex formatting
- e. E-mail the proposed order to the court to addresses listed below

C Remove the signature line and date line for judge. The Judge will enter that information when the order is issued by the court.

C DO NOT SUBMIT PROPOSED ORDERS IN “pdf” FORMAT.

C **Naming convention of file:** Case#_Judge’s Initials_ORDER_Brief description

C Do not place spaces in the title of your file name

Example: 05-1234_TLM_ORDER_Dismissing.wpd

Bankruptcy Orders by Division to:

OrdersEast@id.uscourts.gov

OrdersSouth@id.uscourts.gov

OrdersNorth@id.uscourts.gov

C **Subject Line of E-mail:** Case No., Judge’s Initials & Document # of filed Motion
Therefore Motion must be filed first.

C One Proposed Order per e-mail to court

C Types of Motions requiring proposed Orders:

Amended/Modified Plan	Motion for Miscellaneous Relief
Application for Admin Expenses	Motion Prohibit/Cash Collateral
Application for Compensation	Motion for Accounting
Application for Interim Compensation	Motion for Adequate Protection
Application for Removal	Motion for Appt Creditors Committee
Application to Employ	Motion for Bifurcation/ Split Case
Application to Pay Installments	Motion for Contempt
Application to Pay Taxes	Motion for Default Judgment
Application/Compromise Controversy	Motion for Examination
Default Judgment	Motion for Hardship Discharge
Judgment	Motion for Joint Administration
Motion to Determine Secured Status	Motion for Leave to Appeal

Motion for Limited Admissions
Motion for Preliminary Injunction
Motion for Protective Order
~~Motion for Reaffirmation~~
Motion for Relief from Stay
Motion for Relief from Co-Debtor Stay
Motion for Sanctions
Motion for Summary Judgment
Motion for Turnover
Motion to Abandon
Motion to Allow Late Claim
Motion to Allow Pmt Arrearages
Motion to Appear Pro Hac Vice
~~Motion to Appoint Trustee~~
Motion to Assume/Reject
Motion to Avoid Lien
Motion to Change Venue
Motion to Continue/Rsch Hearing
Motion to Continue/Rsch Meeting
Motion to Compel
Motion to Consolidate
Motion to Convert 11 to 12
Motion to Convert 11 to 13
Motion to Convert 11 to 7
Motion to Convert 12 to 11
Motion to Convert 12 to 13
Motion to Convert 12 to 7
Motion to Convert 13 to 11
Motion to Convert 13 to 12
Motion to Convert 13 to 7 (creditor/ust motion)
Motion to Convert 7 to 11 (creditor/ust motion)
Motion to Convert 7 to 12
Motion to Convert 7 to 13 (creditor/ust motion)
Motion to Delay Discharge
~~Motion to Deposit Funds~~
Motion to Determine Tax Liability
Motion to Determine Value
~~Motion to Disallow Claims~~
Motion to Dismiss
Motion to Dismiss One Party/Debtor

Motion to Enforce
Motion to Expedite Hearing
Motion to Extend Plan Payments
Motion to Extend Time
Motion to File Amended Complaint
Motion to Increase Payments
Motion to Incur Secured Debt
Motion to Intervene
Motion to Limit Notice
Motion to Pay Creditor
Motion to Pay Unclaimed Div
Motion to Quash
Motion to Reconsider
Motion to Reinstate Case
Motion to Reopen Case
Motion to Retain
Motion to Revoke Discharge
Motion to Sell
Motion to Sell Free & Clear
Motion to Set Aside
Motion to Stay Order
Motion to Stay Proceedings
Motion to Substitute Attorney
Motion to Use Cash Collateral
Motion to Vacate
Motion to Waive Pay Order
Motion to Withdraw Attorney
Motion to Withdraw Reference
Petition for Sale W/O Notice
Reaffirmation Agreement
Stipulated Judgment
Stipulated Order
Stipulation
Stipulation for Relief from Stay
Stipulation to Set Aside
Temporary Restraining Order