

UNITED STATES BANKRUPTCY COURT
District of Connecticut

Gary M. Gfeller
Clerk of Court

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To: Members of the Bar and Public

From: Gary M. Gfeller

Date: September 27, 2013

Re: Revision to Administrative Procedure 14, Instructions for Submission of Proposed Orders

**CLERK'S
ANNOUNCEMENT
13-03**

The *Instructions for Submission of Proposed Orders* (attached) have been modified to streamline the procedure. While the basic instructions have not changed, the number of email addresses to use to submit proposed orders for a Judge's signature has been reduced to a single email address per judge. With this reduction in email addresses, it will be important to continue to provide the correct detailed email subject line per the instructions, 14(e)(1-5)A, based upon the category of proposed order being submitted for signature. This revised version of *Instructions for Submission of Proposed Orders* supersedes all previous versions. To clarify previous postings, the Request for Entry of Proposed Order should only be filed when the Bar Date Procedure has been complied with. If you have any questions regarding these revised instructions, please contact Myrna Atwater, Chief Deputy, at (203) 579-5809.

14. INSTRUCTIONS FOR SUBMISSION OF PROPOSED ORDERS

Where applicable, a proposed order should be submitted as a PDF attachment to motions or applications to which they relate. The proposed orders so attached will not be processed by the court as having been submitted for judicial signature, but are intended only for viewing and review by those parties served with the underlying motion/application. In addition to attaching a PDF version of the proposed order to motions or applications to which they relate, all proposed orders must be submitted for the judge's signature via email to the court consistent with the following:

- (a) All proposed orders submitted for the judge's signature via e-mail must be in Word or WordPerfect compatible format, not as a PDF document.
- (b) All proposed orders must have complete captions, including the name of the debtor(s), case number, and case chapter. The Word or WordPerfect version of the proposed order submitted by email referenced in 14(d) below should include within the body of the proposed order the document number of the motion/application to which the proposed order refers to.
- (c) Proposed orders should not contain a signature line, the name of the judge, or a date line.
- (d) Use the following email addresses to submit all Word or WordPerfect orders for signature:
 - (1) For Chief Judge Albert S. Dabrowski: ctbecf_asdorders@ctb.uscourts.gov
 - (2) For Judge Alan H.W. Shiff: ctbecf_ahwsorders@ctb.uscourts.gov
 - (3) For Judge Julie A. Manning: ctbecf_jamorders@ctb.uscourts.gov
 - (4) For Judge Joel B. Rosenthal: ctbecf_jbrorders@ctb.uscourts.gov
- (e) Comply with any other requirement specified in the categories below.
 - (1) Proposed Orders for Matters That Will Have a Hearing, (not prosecuted pursuant to the Contested Matters/Bar Date Procedure). Proposed orders on matters that require a hearing must be submitted after receipt of the notice of hearing but, at least three days prior to the scheduled hearing date. The email should be submitted in the following format:
 - A. The subject line must contain the debtor's name, case number and hearing date. For example: 13-30001 Daniel - hearing date March 15, 2014
 - (2) Proposed Orders on Motions or Applications That Have Followed the Contested Matters/Bar Date Procedure. Proposed orders submitted for matters following the contested matters/bar date procedure, must be included as an attachment to the motion to which they relate, and served on all necessary parties. The attachment should be clearly marked as a *Proposed Order*. The identical order should be

submitted consistent with the instructions in sections 14(a) thru 14(d) above by e-mail after the objection bar date has passed and must be submitted contemporaneously³ with the electronic filing of the Request for Entry of Order. *Please note: Any discrepancy between the proposed order attached to the motion and the order submitted for signature subsequent to the bar date should be clearly noted and explained in the Request for Entry of Order.* The email should be in the following format:

- A. The subject line must contain the debtor's name, case number and must indicate that the Request for Entry of Order has been filed. For example: 13-30001 Daniel - request filed

(3) Proposed Orders That Were Returned for Modification after a Hearing or Were Never Submitted Prior to a Hearing. Proposed orders to which modification is required after a hearing or which are proffered for the first time after the hearing should have a certificate of service attached to the revised/modified order or the order that was never submitted stating that the parties were served. The email shall be submitted in the following format:

- A. The subject line must contain the debtor's name, the case number and must indicate the day the hearing was held. For example: 13-30001 Daniel - hearing held 12/1/13

(4) Proposed Orders for ex Parte Matters. Proposed orders pertaining to ex parte matters shall be submitted contemporaneously³ with the electronic filing of the ex parte matter and must be in the following format.

- A. The subject line must contain the debtor's name, case number and the words "ex parte".

(5) Proposed Orders for Expedited Matters. Proposed orders pertaining to matters in which expedited action has been requested and proposed orders relating to the motion requesting expedited treatment shall be submitted contemporaneously³ with the electronic filing of the expedited matter and/or motion for expedited treatment and must be in the following format.

- A. The subject line must contain the debtor's name, case number and the word "expedited".

³ Contemporaneously in this Procedure means as soon as possible after the completion of the electronic filing, and recognizes the different modes of transmission.