Local Rule 9021-1 Preparation and Submission of Judgment or Order (2013)

(a) Separate Document Requirement. Proposed orders must be prepared and submitted as separate documents, not attached to or included in motions or other papers filed with the court.

(b) Review and Approval Procedures.

(1) Preparation, Service and Approval. Unless otherwise provided herein or directed by the court, each proposed order and judgment should be prepared in writing and filed with the court by the attorney for the prevailing party. Objections to the proposed order or judgment must be filed within 7 days from the date the proposed order or judgment is filed.

(2) Uncontested Matters and Orders Submitted in Open Court. Unless otherwise directed by the court, the requirements set forth in subsection (1) do not apply to:

(A) any proposed order or judgment on a matter that does not require a hearing and is uncontested, or

(B) any proposed order or judgment submitted in open court at the time of the hearing on the matter to which the proposed order or judgment applies.

(c) Entry of Court Orders. A Filing User submitting a document electronically that requires a judge's signature must promptly deliver the document in such form as the court requires. All orders, decrees, judgments, and proceedings of the court, including orders submitted in open court, will be filed in accordance with these Local Rules, which will constitute entry on the docket kept by the clerk under Fed. R. Bankr. P. 5003 [1] and 9021 [2]. All signed orders will be filed electronically by the court or court personnel. Any order that has been electronically signed by a judge has the same force and effect as if the judge had affixed the judge's signature to a paper copy of the order and it had been entered on the docket in a conventional manner.

(d) Judgment Based Upon a Written Instrument. Unless otherwise ordered by the court, a judgment based upon a written instrument must be accompanied by the original instrument or a certified copy which must be filed as an exhibit in the case or proceeding at the time judgment is entered. The instrument must be marked as having been merged into the judgment and show the docket number of the case or proceeding. The instrument may be returned to the party filing it upon order of court only as in the case of other exhibits.

(e) Papers to Accompany Proposed Judgments, Orders or Notices of Appeal. A party filing a proposed judgment or order shall also file a designation of parties to receive notice pursuant to Fed. R. Bankr. P. 9022(a) [3] for use by the clerk. The designation must be in substantial conformity with, Local Bankruptcy Form 9022-1 [4].

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Links
[1] https://www.law.cornell.edu/rules/frbp/rule_5003
[2] https://www.law.cornell.edu/rules/frbp/rule_9021
[3] https://www.law.cornell.edu/rules/frbp/rule_9022
[4] https://www.utb.uscourts.gov/forms/designation-parties-be-served-template