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

Local Rule 9021-1 gives guidance for preparation and submission of proposed orders:

1. L.R. 2091-1(a) states that proposed orders are to be submitted as separate documents, not included with or made part of motions.

2. L.R. 2091-1(b) states that unless ordered otherwise, orders should be submitted by the prevailing party and objections to the order must be filed with 7 days from the date the proposed order is filed.

3. L.R. 2091-1(c) requires orders to be submitted in "…such form as the court requires". The court requires a 2 and 1/2 inch margin on the top of the first page of the order.

4. L.R. 2091-1(e) instructs parties filing a proposed order shall attach a "Designation of Parties to be Served." The designation must be in conformity with Local Bankruptcy Form 9021-1. This designation instructs the Bankruptcy Court Clerk's Office of those who should receive a signed copy of the order.

NOTE: When filing a proposed order for a **bankruptcy** case, filing users should use the "Pending Order Upload" category under the "Bankruptcy" menu. When filing a proposed order for an **adversary** case, filing users should use the "Pending Order Upload" category under the "Adversary" menu.

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