

Proposed Order Batch Upload Instructions

(Effective April 7, 2008)

Proposed orders, proposed findings of fact/conclusions of law, and related documents for matters on which a hearing has already been held and proposed orders and proposed findings of fact/conclusions of law and related documents for matters on which a hearing has not been and will not be held (ex parte matters) may be uploaded in a single .zip file as a Proposed Order batch.

The following rules apply to Proposed Order batches:

- Proposed orders, proposed findings of fact/conclusions of law and clerk's entry of default must be prepared as separate documents and submitted to the court in separate .pdf files. Proposed orders, proposed findings of fact/conclusions of law and clerk's entry of default shall not be combined with or made part of any other document, and must not be submitted in the same .pdf file with any other document.
- Each Proposed Order batch must include at least one proposed order, proposed findings of fact/conclusions of law or clerk's entry of default. Batches that contain no proposed order, proposed findings of fact/conclusions of law, or clerk's entry of default will not be uploaded.
- Proposed Order batches may contain more than one proposed order, proposed findings of fact/conclusions of law or clerk's entry of default. Likewise, both proposed orders and proposed findings of fact/conclusions of law and related documents for matters on which a hearing has already been held AND proposed orders and proposed findings of fact/conclusions of law and related documents for matters on which a hearing has not been and will not be held (ex parte matters) may be included in the same batch.
- Motions, declarations, proofs of service and other supporting documents related to a proposed order, proposed findings of fact/conclusions of law or clerk's entry of default may be included in a Proposed Order batch. Documents unrelated to the proposed orders, proposed findings of fact/conclusions of law or clerk's entry of default in a Proposed Orders batch should not be included in the batch.
- Proposed Order batches may include a proposed order, proposed findings of fact/conclusions of law and clerk's entry of default with the same case number and docket control number combination.
- Proposed Order batches may not include more than one proposed order, one proposed findings of fact/conclusions of law or one clerk's entry of default with the same case number and docket control number combination.
- Proposed Order batches may include no more than one motion/application with the same case number and docket control number combination as a proposed order, proposed findings of fact/conclusions of law or clerk's entry of default.

How to Create a Proposed Order Batch

1. Save each document to be uploaded in a separate .pdf file (one document per file).
2. Use the following naming convention to name each .pdf file to be uploaded as part of a Proposed Order batch:

YYYY-NNNNN-XXXX-DDD-NNN-S.pdf

where

- a. **YYYY-NNNNN** is the number of the bankruptcy case or adversary proceeding in which the document will be filed. Bankruptcy case and adversary proceeding numbers must be 10 characters in length and shall consist of a four digit year (YYYY), a hyphen (-), and a five digit sequence number (NNNNN). Adversary proceeding sequence numbers shall include a leading zero (0NNNN).
- b. **XXXX** is one of the following codes to indicate the type of document in the file:
 - PRO** - proposed order
 - PFF** - proposed findings of fact / conclusions of law
 - CED** - clerk's entry of default
 - MOT** - motion/application/objection
 - DECL** - declaration
 - POS** - proof of service
 - SUP** - other supporting documents
- c. **DDD-NNN** represents the docket control number (DCN) assigned to the matter. Pursuant to Local Bankruptcy Rule 9013-1(c)(3), the docket control number shall consist of no more than 3 letters (which may be the initials of the attorney for the moving party or the first three initials of the law firm for the moving party) and the number that is one higher than the number of motions previously filed by said attorney or law firm in connection with that specific bankruptcy case. Symbols, such as ampersands, and special characters should not be used in docket control numbers.

In the file naming convention for Proposed Order batches, **DDD** represents the portion of the docket control number consisting of no more than three letters, and **NNN** represents the number portion of the docket control number. A hyphen is used in the filename to separate the two portions of the docket control number.

The electronic filing system uses the docket control number to associate a

proposed order and related documents. Therefore, you must assign docket control numbers to all matters electronically submitted with a proposed order regardless of whether one is required, and include the docket control number assigned in the names of the files containing all related documents, including the proposed order. The docket control number should also appear on the face of each document including the proposed order.

- d. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters that will uniquely identify files with the same case number, docket control number, and document code in the filename, and may include portions of account numbers or client initials, if you choose. Three supporting documents for case number 03-81111 and docket control number AAA-10 may, for example, be submitted within 30 days of each other in files named 2003-81111-SUP-AAA-10-PO1.pdf, 2003-81111-SUP-AAA-10-PO2.pdf, and 2003-81111-SUP-AAA-10-PO3.pdf.

The following are examples of properly named .pdf files in a Proposed Order batch:

Batch 1 (with two proposed orders, one with supporting documents and one without)

2003-55555-PRO-ABC-1.pdf
2003-55555-MOT-ABC-1.pdf
2003-55555-POS-ABC-1-4.pdf
2003-55555-DECL-ABC-1-3.pdf
2003-55555-SUP-ABC-1-6.pdf
2003-44444-PRO-EFG-1.pdf

Batch 2 (with proposed orders for two bankruptcy cases and proposed findings of fact/conclusions of law for one adversary proceeding)

2003-54444-PRO-WED-1.pdf
2003-52222-PRO-DEF-23.pdf
2003-01111-PFF-ESD-3.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:
 - a. Select the .pdf document files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.

- b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).
 - c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.
- 4. You are now ready to upload the .zip file containing your batch as follows.
 - a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.
 - b. Select the **Proposed Orders** radio button.
 - c. Click the **Browse** button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.
 - d. Click the **Submit** button to complete your upload.
- 5. When upload is complete, you will be redirected to a confirmation page displaying the confirmation numbers for each .pdf file included in the .zip batch.