



UNITED STATES BANKRUPTCY COURT DISTRICT OF MARYLAND CM/ECF Attorney Training Module

PROPOSED ORDERS FILING GUIDE

Description: A proposed order must accompany all requests for relief, except motions to dismiss or convert and pleadings initiating adversary proceedings. Proposed orders shall be filed as an attachment to the pleading.

CM/ECF Events: No specific event since proposed orders should be filed as an attachment to requests for relief.

Notes: Proposed orders must be prepared in compliance with Local Bankruptcy Rule 9013-3. See requirements below.

Tip: Proposed orders should be submitted as an attachment to pleadings but may also be uploaded via Order Upload or filed as a Support Document or Line with linkage to the related pleading, as directed.

FILING REQUIREMENTS

Standard Proposed Orders

- ✓ 3" Top Margin
- ✓ Appropriate Case Caption (see sample)
- ✓ Descriptive Title
- ✓ No fill-in fields in the body of the order
- ✓ No judge signature lines
- ✓ "End of Order" centered on last line
- ✓ CC list with names and addresses of parties to receive service
- ✓ Centered page numbering on multi-page orders

Proposed Consent Orders

- ✓ All requirements of standard proposed orders
- ✓ Signature of each party of the stipulation or proposed consent order
- ✓ Signed certification of consent:

I HEREBY CERTIFY that the terms of the copy of the consent order submitted to the Court are identical to those set forth in the original consent order; and the signatures represented by the /s/ on this copy reference the signatures of consenting parties on the original consent order.

FORMS AND SAMPLES

The image shows a sample of a proposed order form. It includes the court's name and seal at the top, followed by a header section with fields for Case No. and Chapter. Below that is a section for the title and a large area for the body of the order. At the bottom, there is a section for the date and signature of the court clerk.

Proposed Order

The image shows a sample of a proposed consent order form. It includes the court's name and seal at the top, followed by a header section with fields for Case No. and Chapter. Below that is a section for the title and a large area for the body of the order. At the bottom, there is a section for the date and signature of the court clerk.

Proposed Consent Order

The image shows a sample of a case caption form. It includes the court's name and seal at the top, followed by a header section with fields for Case No. and Chapter. Below that is a section for the title and a large area for the body of the order. At the bottom, there is a section for the date and signature of the court clerk.

Case Captions