

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

UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF MARYLAND
at Baltimore

In re: Case No. 15-40857
Alan Doe, Debtor Chapter 11
John Q. Public, Creditor

ORDER GRANTING MOTION FOR REFORMATION

Upon consideration of the Motion to Reformatory by Alan Doe, Debtor, and the Motion to Reformatory by John Q. Public, Creditor, filed in Case No. 15-40857, the Court orders that the Motion to Reformatory by Alan Doe, Debtor, is granted.

IT IS SO ORDERED.

By the Court:
Honorable Thomas J. Catliota
Chief Judge
U.S. Bankruptcy Court
1000 North Enoch Avenue
Baltimore, MD 21201

End of Order

Proposed Order

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Proposed Consent Order

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Case Captions