

HOW THE CLERK'S OFFICE HANDLES DOCUMENTS/ CLERK'S OFFICE EXPECTATIONS

We review filed documents the business day after they are filed. So a document filed on Monday will not be reviewed until Tuesday. We treat deadlines similarly. If a deadline expires on 10/26, we will not review the deadline until 10/27.

When a motion is docketed, the Clerk's Office looks for the following items:

- The document was filed in the correct case, any necessary exhibits are attached, the notice of motion is included, the correct deadline has been set, service is proper, any required fee is paid, and the motion is docketed correctly (i.e., attorney filing motion and the creditor are correctly shown on docket).
- If motion is for relief from stay and also involves adequate protection or a request for relief from co-debtor stay, the adequate protection/co-debtor stay entry must be included in the docket entry. If not, a separate entry is made by our office.
- If a co-debtor or affected creditor is involved, the party should be added to the case in order to receive notices.
- If document is a motion to incur debt or a motion that only requires a trustee recommendation, we verify that the recommendation due date has been set.

Once the motion has been reviewed, the case administrator checks to see if a proposed order has been submitted. The following items on the order are checked:

- A 3" margin is included at the top of the first page of the order.
- The heading of the order needs to contain the correct division, chapter, full case number including Judge's initials, and the party name (in all caps) and party role (i.e. Debtor).
- Title of the order should be centered and consistent with the motion and the order should include the relief requested in the motion.
- No date or signature line should be included and no blanks for insertion of text should be included. The orders are uploaded as pdf documents, and the Clerk's Office is unable to fill in the blanks.
- "End of Document" should be included on the last line of the order
- If document is a proposed consent order, verify that all necessary signatures are included.
- The Clerk's Office prefers not to have exhibits attached to the order if at all possible. Exhibits should be attached to the motion and referenced in the proposed order.