

UNITED STATES BANKRUPTCY COURT
JUDGE A. JAY CRISTOL COVER SHEET TO PROPOSED ORDER(S)

Attorney Name: _____

Date: _____

Case Name & No.: _____

Attorney Phone: _____

The attached order(s) is being proposed (check one):

- Following a hearing on _____, 200__ at _____ am/pm (please also refer to the date and time of the hearing in the body of your order) and is:
 - Decided
 - Undecided (attorneys must submit opposing orders with corresponding disks)

- AGREED or Cancels an upcoming hearing on _____, 200__ at _____ am/pm (please refer to date and time of cancelled hearing in body of your order - if the hearing is requested to be cancelled pursuant to agreement of parties, please attach a copy of the filed agreed motion and include the language "agreed" in the title of your agreed order)

- Motion to Dismiss or Summary Judgment (all submissions must be received no later than 4 business days prior to the hearing - please enclose your order with corresponding disk)

- Ex parte (please attach a courtesy copy of the filed ex-parte motion with your order - additionally, include the language "ex parte" in the title of your ex parte order)

- Wage Deduction (as with all orders, please always follow the appropriate Local Rule(s))

- Employment of a Professional (please attach a copy of filed motion and affidavit of professional to be employed. The specific terms of employment should be set forth in your order. Orders granting employment "on terms set forth in motion" will not be entered. See Local Rule 2014-1; 9013-1(C)(3))

- Extending Time to File Schedules, etc. (please attach copy of the filed motion and in the body of your motion, please either list the date of the 341 meeting or state that no meeting has been set. See Local Rule 9013-1(C)(2))

- Extending Time to File Complaint Objecting to Discharge or Dischargeability or Objecting to Exemptions (please attach a copy of the filed motion which must indicate whether or not the parties have agreed. Please also list date the petition was filed. See Local Rule 9013-1(C)(6))

- After Negative Notice (please attach a courtesy copy of the filed certificate of no response and filed motion when proposing orders on negative notice. The certificate must contain the required language. See Local Rule 9013-1(D)(2))

- EMERGENCY - DO NOT USE THIS COVER SHEET FOR EMERGENCIES - please use the RED cover sheet for all emergencies**
 - ▶ The title of submitted orders should contain a description of the motion which it resolves AND reflect the Court's decision on the motion. See Local Rules 9004-1, 9004-2, 9072-1
 - ▶ Any party submitting an order in which the submitting party is mailing copies should include the following language (or similar language) at the end of the order: **John Doe, Esq., is directed to mail a conformed copy of this Order to all interested parties immediately upon receipt of this Order and shall file a certificate of service with the Clerk of the Court**
 - ▶ Do not submit an Order with a hanging signature page. Please be sure that all signature pages contain text from the Order
 - ▶ Always enclose a photocopy of your order (in addition to the original order), together with a *self-addressed*, stamped envelope, so that a copy of the signed order may be returned to you. Immediately upon receipt of the copy, you shall mail copies to the other parties in interest and file a Certificate of Service with the Clerk of the Court