

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA

NOTICE

**PROPER FORMAT FOR AGREEMENTS AND STIPULATIONS -
“AGREED ORDER” LANGUAGE NO LONGER ALLOWED**

During the implementation of CM/ECF, training established that the traditional method for obtaining Court approval of an agreement **on a pending contested matter** - by tendering an order executed by the parties with a place for the Judge to sign - should no longer be followed, because of the way orders are generated electronically.

Parties have continued to submit ‘agreed orders’ using the old format. Effective November 1st, 2006, the Court will not process and will issue a notice of deficient filing on documents that contain any of the following:

1. A caption declaring the document to be an “Agreed Order.”
2. The phrase “So Ordered” or its equivalent and/or a signature line for the Judge.

Please name any such document an Agreed Entry or Stipulation. File the document in the same manner as other pleadings. Court approval will be indicated with a “docket only” order. If parties require a separate order document, submit that order electronically and be sure to alert the Courtroom Deputy to that order.

These instructions do NOT apply to a pleading that enters the system as an agreement - for example, an agreed motion for relief from stay. For those pleadings, follow the instructions below.

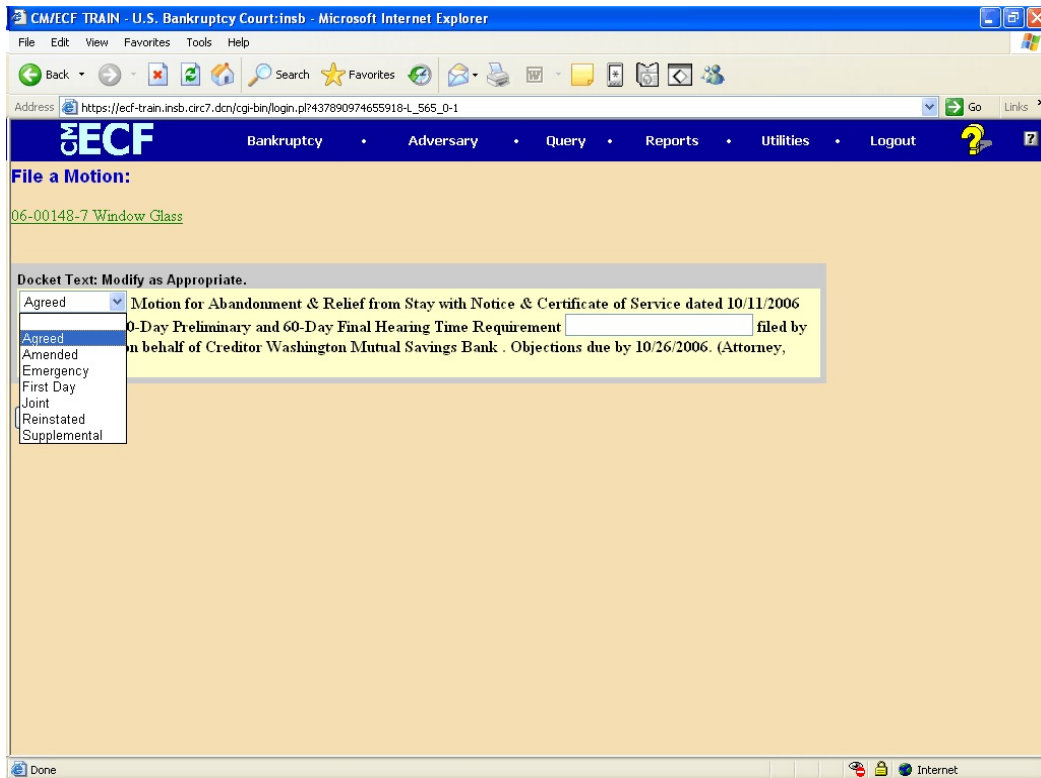
PROPER FORMAT FOR AGREED ENTRIES AS FIRST TIME FILINGS:

If the agreement is not in resolution of a pending matter, but is the first document to be filed, you should title the pleading “Agreed Motion for...” and use the correct motion event.

Effective November 1st, 2006, the Court will issue Notice of Deficient filing if the Agreed Motion is filed incorrectly.

The following steps should be followed to file an Agreed Motion:

1. Select the Motions hyperlink from main menu.
2. Select correct Motion event.
3. Select “Agreed” from the pull down menu.



4. Continue with filing.

Should you have any questions about the proper way to present an agreement for Court approval, please email the HelpDesk at cmecf_tier2@insb.uscourts.gov or contact a Courtroom Deputy or Case Manager.

October 17, 2006

Kevin P. Dempsey, Clerk