



Karen S. Jennemann
Chief Judge

United States Bankruptcy Court
Middle District of Florida
400 W. Washington Street
Orlando, Florida 32801



Lee Ann Bennett
Clerk

DATE: August 29, 2013

FROM: US Bankruptcy Court, Middle District of Florida

TO: All CM/ECF Users

SUBJECT: Service of Orders Issues

On May 1, 2013, attorneys and trustees began serving certain entered orders as directed. A review of those orders reveals that a large number of the orders are not being served; or, the person serving the order did not file a Proof of Service or entered the "Electronic Service Text Entry".

We also learned that Proof of Service entries are often being entered without relating the entry to the related order.

Those who are directed to serve an order are reminded that service of orders and the filing of the appropriate service entry is required within 3 calendar days from the entry of the order.

Please take note of the following steps the Court is taking to address order service issues.

1. In addition to the service instructions contained in the order docket entry, internal form orders are being updated to include the appropriate service instructions.
2. Beginning, Wednesday, August 28, 2013, on cases with an order that directs someone other than the Clerk's Office to serve the order and no related service entry appears on the docket, a service reminder text entry will be entered.
3. Show Cause Hearings may be scheduled to address orders that are not served.
4. The Proof of Service entry is being modified to requiring relating back to the order.