



United States Bankruptcy Court
Middle District of Florida



Karen S. Jennemann
Chief Judge

Lee Ann Bennett
Clerk

DATE: April 17, 2014
FROM: US Bankruptcy Court, Middle District of Florida
TO: All CM/ECF Users
SUBJECT: Proposed Orders

To assist the Clerk's office in processing orders, please be mindful of the following information:

1. Proposed orders submitted for the Court's consideration must now be generated by a word processing program and converted to a pdf document prior to submission. For detailed information regarding the conversion of word documents to pdf, please access the "Help Desk" link in the CM/ECF section of the Court's website and select "Proposed Orders" from the Support Library column. Proposed orders that are printed and then scanned into a pdf document are problematic for the Court and should not be submitted.

<https://ecf-train.flmb.uscourts.gov/training/training.htm?PDF%20Document%20Conversion.swf>

2. The Judges of the Middle District Bankruptcy court have all endorsed the style guide located on the courts website. It is located under the Attorney Tab on the courts website.

http://www.flmb.uscourts.gov/procedures/district/style_guide.pdf

In particular:

G. Signature (Local Rule 9072-1)

1. The signature line should begin three hard returns after the "DATED" line to allow space for a signature.

2. The signature line should begin at the middle of the page, and run up to the right margin.
3. Below this line, the name of the judge should be given without title, below which should be: "United States Bankruptcy Judge," all in normal font.
4. The judge's signature may never be on a page alone or with only the date line. Slight adjustments to the formatting are permitted if necessary to avoid unsightly composition.

3. Please remember Local Rule 9011-4 allows for:

(d) ***Papers Requiring More Than One Signature.*** Electronically filed papers requiring signatures of more than one party shall be filed either by: (1) submitting a scanned paper containing all necessary signatures; (2) representing the consent of the other parties in the paper; (3) identifying on the paper the parties whose signatures are required and by the submission of a notice of endorsement by the other parties no later than three days after filing; or (4) in any other manner approved by the Court.