

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF OHIO**

**PROCEDURES GOVERNING SUBMISSION OF PROPOSED ORDERS  
November 2014**

- 1. Submission.** Proposed orders shall be individually submitted according to the following procedures adopted by each Judge. Instructions for submitting proposed orders through the ECF E-Orders module can be found in [Section 12 of the Electronic Case Filing Attorney Manual](#).

**Akron – Judge Alan M. Koschik:**

All proposed orders shall be submitted electronically using the ECF E-Orders module.

**Canton – Judge Russ Kendig:**

All proposed orders shall be submitted electronically using the ECF E-Orders module.

**Cleveland – Judge Pat E. Morgenstern-Clarren:**

All proposed orders shall be submitted electronically using the ECF E-Orders module. All proposed orders must be submitted electronically after the hearing has been held; if no hearing, after the motion has been filed.

**Cleveland – Judge Arthur I. Harris:**

All proposed orders shall be submitted electronically using the ECF E-Orders module.

**Cleveland – Judge Jessica E. Price Smith:**

All proposed orders shall be submitted electronically using the ECF E-Orders module. All proposed orders must be submitted electronically at the time of filing of the motion, application or other document seeking relief from the Court.

**Toledo – Judge Mary Ann Whipple:**

All proposed orders shall be submitted electronically using the ECF E-Orders module. All proposed orders must be submitted electronically at the time of filing of the motion, application or other document seeking relief from the Court.

**Toledo – Judge John P. Gustafson:**

All proposed orders shall be submitted electronically using the ECF E-Orders module. All proposed orders must be submitted electronically at the time of filing of the motion, application or other document seeking relief from the Court.

**Toledo – Successor Judge:**

All proposed orders shall be submitted electronically using the ECF E-Orders module. All proposed orders must be submitted electronically at the time of filing of the motion, application or other document seeking relief from the Court.

**Youngstown – Judge Kay Woods:**

All proposed orders shall be submitted electronically using the ECF E-Orders module.

2. **Social Security Number.** Only the last four digits of the debtor's Social Security number should be included on the proposed order.
3. **Service List.** A service list, including names and addresses in alphabetical order, shall be submitted with proposed orders.
4. **Related Documents.** Any attachment, exhibit or related document to be electronically entered in connection with the proposed order shall also be electronically filed.
5. **Confirmation.** Electronic confirmation of the receipt of a proposed order will not be sent by the Court or by the ECF system.
6. **Findings of Fact and Conclusions of Law.** The above procedures shall also apply to the submission of proposed findings of fact and conclusions of law.
7. **Effectiveness.** All electronic orders shall have the same force and effect as if the Judge had affixed his or her signature to a paper copy.