

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF TEXAS
DIVISION**

ORDER SUBMISSION FORM

RE: [Fill in Case Name & Adversary Style, as applicable]

SUBJECT LINE: [see directions below]

Please Note: You *must* follow the format set out below under “Directions” to fill in the subject line. Order Submission Forms which do not follow this format may be returned with the Order unsigned.

SUBMITTED BY:

(Please include your name, the firm name, address, telephone, fax, and email, as applicable)

DIRECTIONS

❖ You *must* use one of the following formats to complete the Subject Line:

Ex Parte - [case or adversary number] e.g. Ex Parte - 00-51234

Expedited - [case or adversary number] e.g. Expedited - 00-51234

Order (no hearing) - [case or adversary number] e.g. Order (no hearing) - 00-51234

Order (hearing set) - [Hearing Date and Time] - [case or adversary number]
e.g. Order (hearing set) - 01/01/01 9:30 a.m. - 00-51234

Suspense - [case or adversary number] e.g. Suspense - 00-51234

❖ If the order is on a contested matter, use the case number; if the order or judgment is submitted in an adversary proceeding, use only the adversary number.

❖ Use “Order (no hearing)” *only* for orders on matters which are not going to be set for hearing, and which were *not* filed with negative notice language.

❖ Use “Order (hearing set)” for any order or judgment on a matter for which a hearing has been set, whether the order is being submitted before or after the hearing setting. Be sure to include the hearing date and time in the following format: “01/01/01 -9:30 a.m.”

❖ Use “Suspense” for orders submitted on a pending matter that was filed with “negative notice” language (including adversary motions that are filed on negative notice), and to which there was no objection.