

Dear Point and Click:

QUESTION 1: When I file an Application for Waiver of Filing Fee or an Application to Pay Filing Fees in Installments on behalf of my client, do I need to submit a proposed order, and will I be required to serve the order approving?

ANSWER: You are not required to submit a proposed order. The Court prepares orders on these applications; however, counsel for the debtor will be directed to serve the order. In nearly every instance, orders granting or approving motions and applications are to be served by the movant's attorney. If unsure, review the service directive near the end of the docket entry and at the bottom of the order.

QUESTION 2: How must we sign papers filed electronically?

ANSWER: The Court's [Local Rule 1001-2\(e\)](#) addresses signatures. In general, the name of the person whose login is used to file papers through the Court's CM/ECF System must match the name on the signature line. Electronic signatures may be formatted as either the scanned image of a traditional signature or the typed name, preceded by "/s/" on the signature line. The Local Rule also addresses signature requirements for electronically filed papers which require the signatures of more than one party. You are encouraged to review the Local Rule in its entirety.

QUESTION 3: I filed a paper with negative notice and the Court entered an order abating due to problems with the legend. I am unsure of what is wrong.

ANSWER: The Court's [Local Rule 2002-4](#) provides specific language that must be included in the negative notice legend. In addition, the negative notice legend must include a correct and complete address for the division to which the case is assigned. This address must be complete, including the suite number. Please compare the negative notice language to the language in the Local Rule. Complete mailing addresses for each division are available on the left-hand side of the Court's website, under Court Information.

The Court is enhancing the language in its orders abating to assist with clarifying this deficiency.

QUESTION 4: I submitted a proposed order on an application to employ and it was rejected for failing to include the statement “Compensation will be determined later in accordance with 11 U.S.C. § 330.” Is this a requirement across the district?

ANSWER: Yes. This language must be included in your proposed orders on applications to employ filed in any division of the Court.