

Dear Point and Click,

Q: I love the convenience of the new eOrder process to upload proposed orders directly into the CM/CF system. Where my difficulty lies is in determining when to use *Sua Sponte Order Upload* and when to use *Single Order Upload*. Also, I am unsure how to track proposed orders after I have submitted them. The old system gave a tracking number. Can you shed some light on these issues, please? Signed, Trying to get it right

A: We are happy to help.

When uploading orders through the CM/ECF eOrder system, it is important to understand what the *Order Upload* selection choices means, and when to use them. Tracking proposed orders is simple with the new submission process.

**The Single Order Upload** option should be used when submitting a proposed order that refers to a Motion, Application or Objection (an Objection that is treated as a Motion, such as an Objection to Claim, an Objection to Debtor's Claim of Exemptions, an objection that requires a Judge's ruling) that is pending and has not been previously ruled on.

The term *Sua Sponte* (pronounced sooh-uh spahn-tay), Latin and as a noun, has various meanings such as, on one's own accord, on the Court's own initiative or on the Court's own will. This term is generally applied to actions by Judges taken without a prior motion or request from an interested party. Therefore, **the Sua Sponte Order Upload** should be used when submitting an Order that does not specifically rule on a pending Motion, Application or Objection.

**Tracking orders submitted through CM/ECF eOrders** is simple and can be accomplished by running a Proposed Order Query Report using the below steps:

- Log into the CM/ECF system as if filing a document.
- Select Reports from the blue Main Menu bar.
- Select Proposed Order Query Report.
- To query all submitted proposed orders, left-click Next.
- To query a specific submitted proposed order, enter the case number and left-click Next.