

**United States Bankruptcy Court
Middle District of Florida, Jacksonville Division
(Judge Paul M. Glenn Only)**

- Electronic Order Submission Procedures
- The following guidelines should be followed when submitting orders using the online form. Failure to follow these guidelines will result in the return of the proposed order.
- Submit ALL proposed orders in Adobe Portable Document Format (PDF) only using only 12-point Times New Roman with full-justified margins. Documents may be no larger than 8.5" x 11".
- Allow two (2) inches of space above the signature line for the Judge's electronic signature. Format the date line as a continuous line (not "on this ___ day of _____, 200__").
- Provide the names and address of ALL parties to be served under the heading "Copies furnished to." Do not include any service certification for the Clerk's Office to complete.
- Please ensure that all proposed orders submitted to the Clerk's Office for Judge Glenn's cases are prepared for the signature of Paul M. Glenn, United States Bankruptcy Judge.