

# NOTICE

Three of the Judges of the United States Bankruptcy Court, Northern District of Ohio, have issued new directives concerning the submission of proposed orders through the CM/ECF E-Orders module, as provided herein.

A document containing the E-Orders instructions can be found on the *Electronic Case Filing* menu of the Court's website at [www.ohnb.uscourts.gov](http://www.ohnb.uscourts.gov). After selecting the *Electronic Case Filing* menu, check for the *E-Orders Instructions* under *CM/ECF Miscellaneous Documents*. If you have any questions, please contact the appropriate CM/ECF Help Desk. The *Help Desk Phone Numbers* can also be found on the *Electronic Case Filing* menu, under *CM/ECF General Information*.

## **Chief Judge Randolph Baxter: Cleveland**

Effective March 13, 2006, all orders submitted to the U. S. Bankruptcy Court, Northern District of Ohio, for Chief Judge Randolph Baxter must be submitted electronically using the CM/ECF E-Orders module. The practice of e-mailing orders to Judge Baxter's order box should be discontinued. While training is not required prior to practitioners commencing E-Order submission, if such training would be useful to any practitioner or support personnel, contact Josiah Sell, Supervisor, at 216.615.4333.

## **Judge Marilyn Shea-Stonum: Akron**

Effective March 13, 2006, all orders submitted to the U. S. Bankruptcy Court, Northern District of Ohio, for Judge Marilyn Shea-Stonum may be submitted electronically using the CM/ECF E-Orders module. The practice of e-mailing orders to Judge Shea-Stonum's order box is still acceptable, but E-Order submission is now preferred. We urge practitioners to adopt the preferred practice by June 30, 2006.

While training is not required prior to practitioners commencing E-Order submission, if such training would be useful to any practitioner or support personnel, training on the E-Orders submission procedures will be offered at the U.S. Bankruptcy Court, at Akron, on Tuesday, April 4, 2006 and Thursday, April 6, 2006. If you would like to attend a session, please contact Marie C. Randolph, Deputy Clerk in Charge, at 330.252.6110 to schedule. If additional sessions are needed, at least one more training session is likely to be scheduled in May. Any individual desiring training in May should contact Ms. Randolph at the above number not later than May 1, 2006.

## **Judge Mary Ann Whipple: Toledo**

Effective March 13, 2006, orders submitted to the U. S. Bankruptcy Court, Northern District of Ohio, for Judge Mary Ann Whipple may be submitted electronically using the CM/ECF E-Orders module. The practice of e-mailing orders to Judge Whipple's order box is still acceptable, but E-Order submission is now preferred. At some point not yet determined, Judge Whipple will require all proposed orders to be submitted through the E-Orders module. If you need assistance in learning how to use the E-Orders module, Barbara Laux, Judge Whipple's courtroom deputy, will be glad to assist. Her telephone number is 419.213.5610.

Kenneth J. Hirz  
Clerk of Court