

SUBMITTING ORDERS

- To submit an order to the Court, you must email the order to:

For Judge Crawford	ordersDSC@alnb.uscourts.gov
For Judge Henderson	ordersJHH@alnb.uscourts.gov
For Judge Jessup	ordersCRJ@alnb.uscourts.gov
For Judge Mitchell	ordersTOM@alnb.uscourts.gov
For Judge Robinson	ordersJJR@alnb.uscourts.gov

The order must be sent as an attachment to the email and must be in MS Word or WordPerfect format, NOT a *.PDF file.

- Depending on the type of order being submitted, the subject line must include:
 - 1) Order
Notice of Hearing
Order and Ntc of Hrg
 - 2) 12-digit Case Number in its' entirety (ex. 15-70298-JHH13)
 - 3) Debtor(s) Name or the Style of the Adversary
- The order proponent shall file a list of parties, with mailing addresses indicated, who are to receive notice of entry of the same and shall comply with all other requirements set forth in the aforesaid electronic order processing procedure. The list of parties shall be furnished as provided for in the aforesaid electronic order processing procedure. The list of parties shall be furnished as provided for in the appropriate electronic order processing procedure sample order template form accessible at <http://www.alnb.uscourts.gov>.