

SUBMITTING ORDERS

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

alsbecf_mam@alsb.uscourts.gov (Judge Mahoney)
alsbecf_wss@alsb.uscourts.gov (Judge Shulman)
- The order must be sent as an attachment to the email and must be in word processing format, **NOT** a *.pdf file.
- Depending on the type of order you are submitting, you must title the subject of the email accordingly. Email orders will be sorted by the information typed in the subject line; therefore it's crucial to follow the correct format.

HEARING

Format:

Date of hearing (format xx/xx/xx) [*one space*] 7-digit Case No. [*one space*] Debtor's last name

Example:

(for a hearing held on June 16, 2002 in Case No. 02-10456-MAM-13 of James Smith)

06/16/02 02-10456 Smith

NEGATIVE NOTICE

Format:

Type "NN" [*one space*] Last day for objections (format xx/xx/xx) [*one space*] 7-digit Case No. [*one space*] Debtor's last name

Example:

(for a negative notice motion where last day to file objections is July 3, 2002 in Case No. 02-10345-MAM-7 of Jane Doe)

NN 07/03/02 02-10345 Doe

OTHER ORDERS

Format:

7-digit Case No. [*one space*] Debtor's last name

Example:

(Case No. 02-10456-MAM-13 of James Smith)

02-10456 Smith