

B.O.P.S.

Bankruptcy Orders Processing Solution



Attorney Users' Guide

B.O.P.S.

What?

Why?

How?

When?

What is BOPS?	BOPS (Bankruptcy Orders Processing Solution) is a program by which proposed orders are processed 100% electronically by the Court. BOPS was developed by the Eastern District of Virginia Bankruptcy Court.
Why BOPS?	The Eastern District of Virginia administers its bankruptcy cases using the Case Management/Electronic Case Filing (CM/ECF) system. One of the goals of CM/ECF is to make the administration of bankruptcy cases as paperless as possible without compromising either the integrity of the docket or the quality of service to the public. BOPS will help us achieve this goal. Attorneys will have the convenience of being able to submit a proposed order to the court via e-mail. Orders will be processed, signed and docketed to the CM/ECF system – and BOPS will make the entire process paperless.
How Does BOPS Work?	As an attorney, your involvement in BOPS will be simply sending orders via e-mail. This guide will walk you through the process.
When Can I Use BOPS?	Call any training contact to register for BOPS. Phone numbers for training contacts can be found on the court's home-page, using the following link: www.vaeb.uscourts.gov/ecf/GettingStarted.htm



Preparing an Order to Send to the Court

<p>What You Will Need:</p>	<ul style="list-style-type: none"> • Either Word or WordPerfect software
<p>Drafting the Order:</p>	<p>Preparing an order on your computer remains almost the same. See the templates in Appendices A + B for formatting your orders. There are only two differences you will need to remember:</p> <ol style="list-style-type: none"> 1. Required signatures of parties or attorneys must be indicated. Type “/s/ <i>Person’s Name</i>” on the signature line. This will indicate the signature of the attorney or party. Note: If you are indicating the signature of another attorney or party, see either Appendix A or B for the proper format. 2. You must keep a copy of the order with the original signatures of parties or attorneys for three years after the bankruptcy case has been closed. This is a requirement of the ECF Standing Order.



Preparing an Order to Send to the Court (*cont.*)

<p>Saving the Order</p>	<p>The file name you give your order must be the number of the bankruptcy case in which you will be filing the order.</p> <p><i>Example:</i> You have just drafted an order granting relief from stay in bankruptcy case number 01-70643. When you save the order and are asked to name the file, you would name it “01-70643”.</p>
<p>Special Note</p> <p>Orders in Adversary Proceedings</p>	<p>If the order you are preparing is for an adversary proceeding, see Appendix B for the proper format. When naming the file, use the Adversary Proceeding number—with a twist. After the year and the dash, place a zero before the 4-digit number.</p> <p><i>Example:</i> You have just drafted an order granting summary judgment in Adversary Proceeding 01-8043. When you save the order and are asked to name the file, you will name it “01-08043”.</p>



Preparing an Order to Send to the Court (*cont.*)

Multiple Orders with the Same Case Number

Your computer will not allow two documents in the same file to have the exact same name. So if you have already named one order by using the case number, what do you name additional orders for the same case? There are two options.

Option 1: You may save each order using the same case number to different files on your computer (or to separate diskettes). Many offices will not find this practical since they like to keep all documents for a particular case in the same file. The second option permits this.

Option 2: Name additional orders for the same case by using the case number and adding the extension “-1”, “-2”, “-3”, etc.

Example: You have 3 proposed orders to file in case number 01-60824 and want to store them all in the same file on your computer (or all on the same diskette). You will name the first order “01-60824”, the second order “01-60824-1”, and the third order “01-60824-2”.



Sending An Order To The Court

<p>What You Will Need:</p>	<ul style="list-style-type: none"> • An Internet connection • An e-mail account that you have registered with the Clerk’s Office • The order you wish to send (<i>see “Preparing an Order to Send to the Court” section</i>)
<p>Preparing Your E-Mail:</p>	<p>Preparing an e-mail to send an order to the Court must be done from an e-mail account that you have registered with the Clerk’s office.</p> <p>Orders sent from unregistered e-mail accounts will not be received.</p>
<p>Addressing the E-Mail:</p>	<p>Address your e-mail to: <div style="text-align: center;">orders@vaeb.uscourts.gov</div> </p>
<p>Subject Line:</p>	<p>Type a brief description of the order in the Subject line of your e-mail—for example, “Granting Relief from Stay,” “Confirming Plan,” etc.</p>



Sending An Order To The Court *(cont.)*

Message Area	<p>Do not type anything in the Message area of your e-mail when sending orders to the Court. The Court will not read anything typed in the Message area of your e-mail.</p>
Attaching the Order	<p>You will need to use the Attachment feature of your e-mail system to send orders to the Court.</p> <p>Remember that the file name of the order must be the bankruptcy case number of the case in which you are filing the order (i.e., "01-70046"), or the adversary proceeding number (i.e., "01-07103"). If you are filing more than one order with the same case number, the file name for your order may have an extension (i.e. "01-70046-1").</p> <p><u>Note:</u> An order that does not have a bankruptcy case number (or bankruptcy case number plus an extension) as its file name will be rejected and returned to you unprocessed.</p>



Sending An Order To The Court *(cont.)*

<p>Attaching the Order— Multiple Attachments</p>	<p>Can you attach more than one order to an e-mail?</p> <p>Yes. Please see the “Sending Multiple Orders to the Court” section—there are a couple of differences that you will need to note.</p>
<p>Sending the E-mail:</p>	<p>Once you have addressed your e-mail, typed a description of the order in the Subject line, and attached the order, you are ready to send the order to the Court.</p> <p>Send the e-mail.</p>
<p>Hours of Operation for BOPS</p>	<p><u>Special Note:</u> You may e-mail orders to BOPS anytime. Receipts are only sent by BOPS from 9:00 a.m. until 5:30 p.m., Monday—Friday. If you send orders other than during these hours, your receipts will be sent at the next scheduled time.</p>
<p>Receipt of Your E-mail:</p>	<p>After e-mailing your order to the Court, you will receive one of three responses. The Court will receive your order and accept it; the Court will receive your order and reject it; or the Court will not receive your order.</p>



Sending An Order To The Court *(cont.)*

Receipt of Your E-mail *(cont.)*

Explanation of Possible Responses After Sending Your Order

1. The Court will accept your order. When the Court accepts your order, a receipt will be e-mailed to the same e-mail account from which you sent the order. The receipt will be titled, "Order Confirmation."

2. The Court will reject your order. When the Court rejects your order, an e-mail will be sent to the same e-mail account from which you sent the order. The e-mail will be titled, "Order Rejected" and will give a brief explanation as to why the order is being rejected.

3. The Court will not receive your order. You will receive an e-mail titled "Invalid Registration **ERROR**". This indicates that the e-mail account you are using is not registered to send orders to BOPS.

Note: If the result is either #2 or #3, you will need to correct the error and resubmit the order to the Court.

Response #1 is what you want—to have the Court accept your filing. When this happens, your job is done! The Court will process your order.



Sending Multiple Orders To The Court

Multiple Orders In One E-Mail	<p>What if you have more than one order to send to the Court? Do you have to send a separate e-mail for each order you want to send?</p> <p>No. You may send multiple orders in a single e-mail.</p>
Preparing the Orders	<p>Prepare each order the exact same way as a single order. Remember—the file name for each order must be the bankruptcy case number for the case in which you are submitting the order.</p>
Preparing Your E-Mail	<p>Prepare your e-mail the exact same way as sending a single order—with one exception. Whatever description you type in the Subject line will apply to all the orders you attach to the e-mail. If all your orders are orders granting motions for relief from stay, then this is not a problem. If, however, the orders you are sending ask for different forms of relief, then simply leave the Subject line of your e-mail blank.</p>



Sending Multiple Orders To The Court (*cont.*)

Attaching Multiple Orders	Attach each of the orders you want to file with the Court to your e-mail. Once you have attached all your orders, send the e-mail.
Receipts for Multiple Orders	<p>Individual responses will be sent for each order in the e-mail you send. They will be sent to the e-mail address from which you sent the orders. For example, if you send four orders to the Court in one e-mail, you will receive four separate responses—one for each of the four orders.</p> <p>The responses will be one of the three same responses covered in “Sending an Order to the Court—Explanation of Possible Responses After Sending Your Order.”</p>
Help!	Help is available during regular business hours by calling either the divisional office in which you are attempting to file orders or the ACC Team located in Richmond.

Service

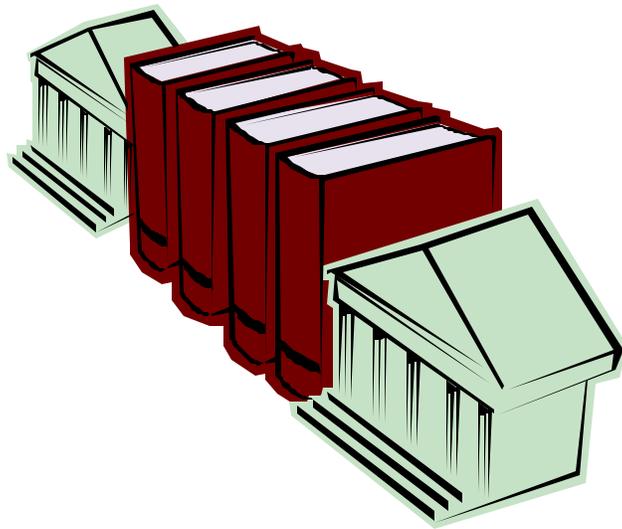
Effective December 1, 2003, order proponents who submit proposed orders by electronic means via e-mail attachment or on computer diskette no longer need to submit a copy of the proposed order and stamped addressed envelopes for use by the Clerk's Office to effect service to parties who are not registered participants in CM/ECF. The Bankruptcy Noticing Center will perform this function for the Clerk's Office.

The Clerk's Office will use the Bankruptcy Noticing Center's notice of entry function to effect service to any party who is not a registered participant in CM/ECF. Electronic notice will continue to constitute service for registered participants in CM/ECF. The list of parties to receive notice, however, still must be furnished to the Clerk's Office.

The list of parties submission requirement is met by following the appropriate electronic order processing procedure sample template order form.

You will find sample template order forms for Bankruptcy Orders (Appendix A) and Adversary Proceedings (Appendix B) under the Appendices Section of this guide (next page).

APPENDICES



Appendix A—Template Order for Bankruptcy Cases

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.
- K.
- L.
- M.
- N.
- O.
- P.
- Q.
- R.
- S.
- T.
- U.
- V.
- W.
- X.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
_____ Division**

In re: _____ Case Number: _____ - ____
_____ Debtor(s) Chapter _____

ORDER _____

Text body of order.

Date: _____

U.S. Bankruptcy Judge

Entered on Docket: _____

I ask for this:

_____/s/ signature_____.
Attorney/Proponent Name
Attorney/Proponent Address Line 1
Attorney/Proponent Address Line 2
Virginia State Bar No. Bar # .
Attorney/Proponent Phone Number

Seen and (i.e. *objected, consented*) to:

_____/s/ signature_____
(by *Proponent Name* with permission from *Endorsing Party's Name* based on [e.g., e-mail, FAX, etc.]
Endorsing Party's Name
Endorsing Party's Address Line 1
Endorsing Party's Address Line 2
Virginia State Bar No. Bar # . (if applicable)
Endorsing Party's Phone Number

Appendix A—Template Order for Bankruptcy Cases (cont.)

Y. Local Rule 9022-1(C) Certification

Z. The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).

AA. /s/ signature .

BB. *Attorney/Proponent Name*

Appendix A—Template Order for Bankruptcy Cases (cont.)

CC. **PARTIES TO RECEIVE COPIES**

DD. *Name of Party*

EE. *Address Line 1*

FF. *Address Line 2*

GG. *Address Line 3*

HH. *Additional Parties*

NOTE: Be sure you begin the list of parties to receive copies on a new page!

Appendix A—Template Order for Bankruptcy Cases (cont.)

- Line A: Centered, Bold, CAPS: “**UNITED STATES BANKRUPTCY COURT**”
- Line B: Centered, Bold, CAPS: “**EASTERN DISTRICT OF VIRGINIA**”
- Line C: Centered, Bold: Division in which the case is pending.
Example: “**Alexandria Division**”
- Line D: Left Margin: “In re: *Debtor’s Name (in CAPS)*”
Example: “In re: MICHAEL JONES”
- Right Margin: “Case Number: *Case Number (including judge’s initials)*”
Example: “Case Number: 02-70483-DHA”
- Line E: Beneath Debtor’s Name in Line D: “*Joint-Debtor’s Name (in CAPS)*”
Example: “PATRICIA JONES”
Note: Applicable only in cases that have a joint-debtor.
- Line F: Beneath Debtor/Joint-Debtor’s Name: “Debtor(s)”
- Right Margin: “Chapter *Chapter # of case*”
Example: “Chapter 13”
- Line G: Centered, Bold, CAPS: “**ORDER** *action to related document*”
Example: “**ORDER SUSTAINING OBJECTION TO CLAIM**”
- Line H: Left Margin: Text body of order.
- Line I: Left Margin: “Date: _____”
Note: Do not fill in a date on the line.
- Right Margin: “ _____ ”
U.S. Bankruptcy Judge
- Line J: Right Margin and Beneath Judge’s Signature Line:
“Entered on Docket: _____”
Note: Do not fill in a date on the line.
- Line K: Left Margin: “I ask for this:”
- Line L: Left Margin, Underlined: “/s/ *name of proponent*”
Example: “/s/ Richard Smith”
Note: the “/s/” designates that the typed name is a signature.

Appendix A—Template Order for Bankruptcy Cases (cont.)

Line M:	Left Margin: <i>“Typed Name of Proponent”</i> Example: <i>“Richard Smith”</i>
Lines N-Q:	Left Margin: N: <i>Address Line 1</i> O: <i>Address Line 2</i> <i>(any additional address lines if needed)</i> P: <i>“Virginia State Bar No. bar # here”</i> Note: Applicable to only licensed attorneys. Q: <i>Phone Number</i>
Line R:	Left Margin: <i>any additional endorsements, following the same guidelines as lines K—Q. Note: “I ask for this:” line may be replaced to reflect proper endorsement—i.e. “Seen:”, “Seen and Agreed:”, “Seen and Objected to:”, etc.</i>
Line S:	Left Margin, Underlined: <i>“/s/ name of endorsing party”</i> (by <i>Endorsing Party’s Name</i> based on [e.g. <i>e-mail, FAX, etc.</i>]) Example: <i>“/s/ Robert Doe (by Richard Smith with permission from Robert Doe based on FAX)”</i>
Lines T-X:	Left Margin: T: <i>“Typed Name of Endorsing Party”</i> Example: <i>“Robert Doe”</i> U: <i>Address Line 1</i> V: <i>Address Line 2</i> <i>(any additional address lines, if needed)</i> W: <i>“Virginia State Bar No. bar #” (if applicable)</i> X: <i>Phone Number</i>
Line Y:	Centered, Underlined: <i>“Local Rule 9022-1(C) Certification”</i>
Line Z:	Left Margin: <i>“The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).”</i>
Line AA:	Left Margin, Underlined: <i>“/s/ name of proponent”</i> Example: <i>“/s/ Richard Smith”</i> Note: the <i>“/s/”</i> designates that the typed name is a signature.
Line BB:	Left Margin: <i>“Typed Name of Proponent”</i> Example: <i>“Richard Smith”</i>
Line CC:	New Page, Bold, CAPS: “PARTIES TO RECEIVE COPIES”
Lines DD-EE:	Left Margin: DD: <i>Name of Party</i> EE: <i>Address Line 1</i>

Appendix A—Template Order for Bankruptcy Cases (cont.)

FF: *Address Line 2*
GG: *Address Line 3 (if needed)*
(any additional address lines, if needed)

Line HH: Left Margin: *any additional parties to receive copies of the order, following the same guidelines as lines DD-GG.*

Appendix B—Template Order for Adversary Proceedings

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.
- K.
- L.
- M.
- N.
- O.
- P.
- Q.
- R.
- S.
- T.
- U.
- V.
- W.
- X.
- Y.
- Z.
- AA.
- BB.
- CC.

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**
_____ **Division**

In re: _____ Case Number: _____ - ____
_____ Debtor(s) Chapter _____
_____ Adversary Proceeding No. ____
_____ Plaintiff(s)
v.
_____ Defendant(s)

ORDER _____

Text body of order.

Date: _____
_____ U.S. Bankruptcy Judge

Entered on Docket: _____

I ask for this:

/s/ signature
Attorney/Proponent Name
Attorney/Proponent Address Line 1
Attorney/Proponent Address Line 2
Virginia State Bar No. Bar #
Attorney/Proponent Phone Number

Seen and (i.e. *objected, consented*) to:

/s/ signature (by *Proponent Name* with permission from *Endorsing Party's Name* based on [e.g., *e-mail, FAX, etc.*])
Endorsing Party's Name
Endorsing Party's Address Line 1
Endorsing Party's Address Line 2
Virginia State Bar No. Bar # (applicable)
Endorsing Party's Phone Number

Appendix B—Template Order for Adversary Proceedings (cont.)

DD.

Local Rule 9022-1(C) Certification

EE.

The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).

FF.

/s/ signature .

GG.

Attorney/Proponent Name

Appendix B—Template Order for Adversary Proceedings (cont.)

HH. **PARTIES TO RECEIVE COPIES**

II. *Name of Party*

JJ. *Address Line 1*

KK. *Address Line 2*

LL. *Address Line 3*

MM *Additional Parties*

NOTE: Be sure you begin the list of parties to receive copies on a new page!

Appendix B—Template Order for Adversary Proceedings (cont.)

Line A: Centered, Bold, CAPS: “**UNITED STATES BANKRUPTCY COURT**”

Line B: Centered, Bold, CAPS: “**EASTERN DISTRICT OF VIRGINIA**”

Line C: Centered, Bold: Division in which the case is pending.
Example: “**Alexandria Division**”

Line D: Left Margin: “In re: *Debtor’s Name (in CAPS)*”
Example: “In re: MICHAEL JONES”

Right Margin: “Case Number: *Case Number (including judge’s initials)*”
Example: “Case Number: 02-70483-DHA”

Line E: Beneath Debtor’s Name in Line D: “*Joint-Debtor’s Name (in CAPS)*”
Example: “PATRICIA JONES”
Note: Applicable only in cases that have a joint-debtor.

Line F: Beneath Debtor/Joint-Debtor’s Name: “Debtor(s)”

Right Margin: “Chapter *Chapter # of case*”
Example: “Chapter 13”

Line G: Left Margin, CAPS: Name of plaintiff
Example: “BEST BANK & TRUST”
Note: add any additional plaintiffs beneath the first

Right Margin: “Adversary Proceeding Number: *Adversary Number*”
Example: “Adversary Proceeding Number: 02-6043”
Note: Adversary Proceeding Number may be abbreviated to “APN”

Line H: Beneath Last Listed Plaintiff: “Plaintiff(s)”

Line I: Left Margin: “v.”

Line J: Left Margin, CAPS: Name of defendant
Example: “WILLIAM MORRIS”
Note: add any additional defendants beneath the first

Line K: Beneath Last Listed Defendant: “Defendant(s)”

Line L: Centered, Bold, CAPS: “**ORDER** *action to related document*”
Example: “**ORDER DENYING MOTION TO DISMISS COMPLAINT**”

Line M: Left Margin: Text body of order.

Appendix B—Template Order for Adversary Proceedings (cont.)

- Line N: Left Margin: “Date: _____”
Note: Do not fill in a date on the line.
- Right Margin: “ _____ ”
U.S. Bankruptcy Judge
- Line O: Right Margin and Beneath Judge’s Signature Line:
“Entered on Docket: _____”
Note: Do not fill in a date on the line.
- Line P: Left Margin: “I ask for this:”
- Line Q: Left Margin, Underlined: “/s/ name of proponent”
Example: “/s/ Richard Smith”
Note: the “/s/” designates that the typed name is a signature.
- Line R: Left Margin: *“Typed Name of Proponent”*
Example: “Richard Smith”
- Lines S-V: Left Margin: S: *Address Line 1*
T: *Address Line 2*
(any additional address lines if needed)
U: *“Virginia State Bar No. bar # here”*
Note: Applicable to only licensed attorneys.
V: *Phone Number*
- Line W: Left Margin: *any additional endorsements, following the same guidelines as lines P—V. Note: “I ask for this:” line may be replaced to reflect proper endorsement—i.e. “Seen:”, “Seen and Agreed:”, “Seen and Objected to:”, etc.*
- Line X: Left Margin, Underlined: “/s/ name of endorsing party” (by *Endorsing Party’s Name* based on [e.g. *e-mail, FAX, etc.*])
Example: “ /s/ Robert Doe (by Richard Smith with permission from Robert Doe based on FAX)
- Lines Y-CC: Left Margin: Y: *“Typed Name of Endorsing Party”*
Example: “Robert Doe”
- Z: *Address Line 1*
AA: *Address Line 2*
(any additional address lines, if needed)
BB: *“Virginia State Bar No. bar #” (if applicable)*
CC: *Phone Number*

Appendix B—Template Order for Adversary Proceedings (cont.)

- Line DD: Centered, Underlined: “Local Rule 9022-1(C) Certification”
- Line EE: Left Margin: “The foregoing Order was endorsed by and/or served upon all necessary parties pursuant to Local Rule 9022-1(C).”
- Line FF: Left Margin, Underlined: “/s/ name of proponent”
 Example: “/s/ Richard Smith”
 Note: the “/s/” designates that the typed name is a signature.
- Line GG: Left Margin: “*Typed Name of Proponent*”
 Example: “Richard Smith”
- Line HH: New Page, Bold, CAPS: “**PARTIES TO RECEIVE COPIES**”
- Lines II-LL: Left Margin: II: *Name of Party*
 JJ: *Address Line 1*
 KK: *Address Line 2*
 LL: *Address Line 3 (if needed)*
 (any additional address lines, if needed)
- Line MM: Left Margin: *any additional parties to receive copies of the order, following the same guidelines as lines EE-HH.*

Appendix C—Flow Chart for Sending Orders via BOPS

