Template Order for Bankruptcy Cases

A. **UNITED STATES BANKRUPTCY COURT**
B. **EASTERN DISTRICT OF VIRGINIA**
C. _____ **Division**

D. **In re:** _____   Case Number: _____-___
E. _____
F.   Debtor(s)   Chapter _____

G.   **ORDER** _____

H.   *Text body of order.*

I. Date: _____   _____
                                         U.S. Bankruptcy Judge

J.   Entered on Docket: _____

K. I ask for this:

L. ____ /s/ *signature* ____.
M. *Attorney/Proponent Name*
N. *Attorney/Proponent Address Line 1*
O. *Attorney/Proponent Address Line 2*
P. Virginia State Bar No. *Bar #* .
Q. *Attorney/Proponent Phone Number*

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

S. ____ /s/ *signature* ____ (by *Proponent Name* with permission from *Endorsing
                              Party's Name* based on [*e.g., e-mail, FAX, etc.*])
T. *Endorsing Party's Name*
U. *Endorsing Party's Address Line1*
V. *Endorsing Party's Address Line 2*
W. Virginia State Bar No. *Bar #* . *(if applicable)*
X. *Endorsing Party's Phone Number*

Y.   <u>Local Rule 9022-1(C) Certification</u>

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*

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!

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.

Line M: Left Margin: "*Typed Name of Proponent*"
                        Example: "Richard Smith"

Lines N-Q: Left Margin: N: *Address Line 1*
                               O: *Address Line 2*
                                       (any additional address lines if needed)
        `   P: "Virginia State Bar No. *bar # here*"
                                          Note: Applicable to only licensed attorneys.
                               Q: *Phone Number*

Line R: Left Margin: *any additional endorsements, following the same guidelines as*
                        lines K—Q. Note: "I ask for this:" line may be replaced to re-
                        flect proper endorsement—i..e. "Seen:", "Seen and Agreed:",
                        "Seen and Objected to:", etc.

Line S: 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 T-X: Left Margin: T: "*Typed Name of Endorsing Party*"
                                       Example: "Robert Doe"

                               U: *Address Line 1*
                               V: *Address Line 2*
                                       (any additional address lines, if needed)
                               W: "Virginia State Bar No. *bar #* " *(if applicable)*
                               X: *Phone Number*

Line Y: Centered, Underlined: "Local Rule 9022-1(C) Certification"

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

Line AA: Left Margin, Underlined: " /s/ *name of proponent* "
                        Example: "/s/ Richard Smith "
                        Note: the "/s/" designates that the typed name is a signature.

Line BB: Left Margin: "*Typed Name of Proponent*"
                        Example: "Richard Smith"

Line CC: New Page, Bold, CAPS: "**PARTIES TO RECEIVE COPIES**"

Lines DD-EE: Left Margin: DD: *Name of Party*
                            EE: *Address Line 1*

                         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.*