

**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*

**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*

**Template Order for Adversary Proceedings (cont.)**

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**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!**

**Template Order for Adversary Proceedings (cont.)**

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- 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.

## 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*

