

# NOTICE

Judge Kay Woods, United States Bankruptcy Court, Northern District of Ohio, has issued the following directive concerning the submission of proposed orders through the CM/ECF E-Orders module.

The Youngstown Division of the U.S. Bankruptcy Court, Northern District of Ohio, will transition to E-Orders according to the following schedule:

- May 22, 2006:** **Limited Trial Period** - Effective this date, all orders submitted by *Chapter 7 and Chapter 13 Trustees* to the U.S. Bankruptcy Court, Northern District of Ohio, for Judge Woods may be submitted electronically using the CM/ECF E-Orders module.
- June 5, 2006:** **Transitional Period** - Effective this date, all orders submitted to the U.S. Bankruptcy Court, Northern District of Ohio, for Judge Woods may be submitted electronically using the CM/ECF E-Orders module.
- June 19, 2006:** **Preferred Method** - Effective this date, the CM/ECF E-Orders module will be the preferred method to submit orders to the U.S. Bankruptcy Court, Northern District of Ohio, for Judge Woods.

A document containing E-Orders instructions can be found on the *Electronic Case Filing* menu of the Court's website at [www.ohnb.uscourts.gov](http://www.ohnb.uscourts.gov). After selecting the *Electronic Case Filing* menu, check for the *E-Orders Instructions* under *CM/ECF Miscellaneous Documents*. If you have any questions, the Youngstown CM/ECF Help Desk can be reached at 330.746.7027, Ext. 4108.

While the practice of sending orders to the e-mail box of Judge Woods is still acceptable, practitioners are urged to adopt the preferred method by June 19, 2006. At some future date, not yet determined, Judge Woods will require all proposed orders to be submitted through the E-Orders module. While training is not required prior to commencing E-Orders use, if such training would be useful to any practitioner or support personnel, please contact Carol Papalas, Supervisor, at 330.746.7027, Ext. 4128. You may also contact Don Hinkson, Deputy Clerk in Charge, at 330.746.7027, Ext. 4111, if you have any additional concerns or questions.

Kenneth J. Hirz  
Clerk of Court