

**PROCEDURE FOR ELECTRONICALLY SUBMITTING
PROPOSED ORDERS TO THE OFFICE OF MARY IDA TOWNSON,
STANDING CHAPTER 13 TRUSTEE
(revised 1/16/07)**

The email address for submission of proposed orders for cases assigned to Chief Judge Joyce Bihary, Judge Paul W. Bonapfel, and Judge Mary Grace Diehl is: orders@atlch13tt.com

Please email the proposed order as an attachment to the above address after all other required signatures have been obtained.

The Trustee or a staff attorney will review the proposed order, and, if it is acceptable, will send a reply email giving express permission to sign the order.

In the alternative, if you prefer that we submit the proposed order directly to the appropriate Judge's chambers after our review, please state so explicitly in the email.

The preferred format for attachments is Microsoft Word or Adobe PDF. If you wish for this office to sign the order and submit it directly to the Judge's chambers, however, please do not send the order in Adobe PDF format.

Please see www.ganb.uscourts.gov for instructions regarding Chief Judge Bihary, Judge Diehl, and Judge Bonapfel's procedures for submitting orders electronically to their respective chambers.