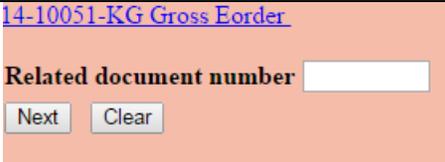United States Bankruptcy Court
District of Delaware

Using eOrders – Replacing an uploaded order

March 2015

1.	Select **Order Upload** from the Bankruptcy menu. *(the same event used when originally uploading the order)*	vCal Docketing Claims Upload Order Upload Open Related BK Case
2.	Select the **Single Order Upload** event	**Order Upload for Bankruptcy** Single Order Upload
3.	Enter the case number in which the motion for pro hac vice has already been filed, and order previously uploaded.	**Case number** 1:14-bk-10051 Next Clear
4.	Enter the document number of the motion for pro hac vice that was already filed. (if you don't know the number, click next without entering a digit and select it from the list)	14-10051-KG Gross Eorder **Related document number** Next Clear
5.	Check the box next to the motion for pro hac vice corresponding to the order to be uploaded Click **Next**	☑ 03/04/2015 25 Motion to Appear pro hac vice *for John Doe*. Receipt Number 12345. Filed by Gross Eorder. (Coster, Lori) Next Clear
6.	Select the radio button to Replace the order, and check the box to replace the order that was previously uploaded Click **Next** to sign the order.	**Case Info**	**Related Doc** 14-10051-KG	⬤ 25 Gross Eorder	Motion to Appear pro hac vice (B) Ch 11	Filed: 03/04/2015 ⚪ Upload another order ⦿ Replace the order(s) ☑ Replace the order 90 Next Clear
7.	Select **Ex Parte** from the drop down menu. Click **Next**	**Related document number:** 25 **Related document description:** Motion to Appear pro hac vice (B) **Order type** Ex Parte (No Hearing Required) ▾ Note: No Hearing Date Required. Click Next.
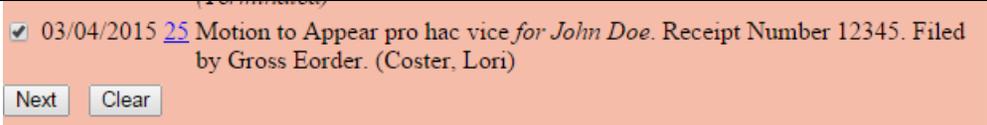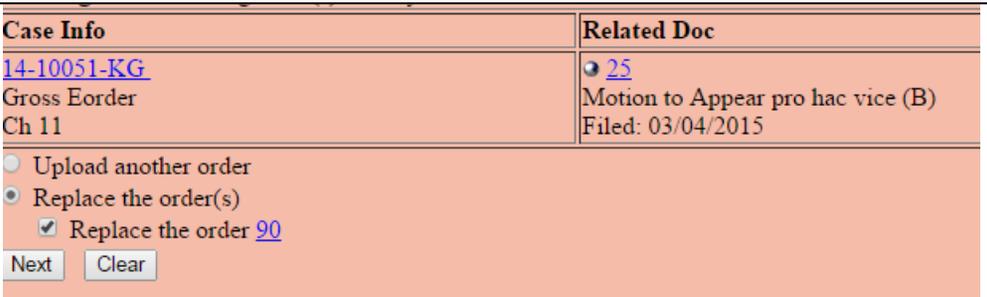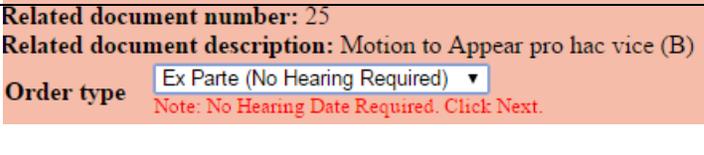
8.	Attach the image of the proposed order saved on your computer Click **Next**	**Filename** Choose File localform105.pdf **Attachments to Document:** ● No ○ Yes Next Clear
9.	The proposed order has been replaced.	**The new document localform105.pdf was uploaded successfully on 3/4/2015 at 3:57 PM** **Order type:** Ex Parte (No Hearing Required) 14-10051-KG Gross Eorder **Related document number:** 25 **Related document description:** Motion to Appear pro hac vice (B) **Order ID:** 91