

## LBR 9074.1

### JOURNAL ENTRIES AND ORDERS

**(a) Preparation of Journal Entry or Order.** An attorney must upload within 14 days a journal entry or order:

- (1) when directed by the court to prepare the journal entry or order reflecting a judgment, decision, or ruling;
- or
- (2) when the parties announce in court that a pending matter has been settled by agreement.

**(b) Journal Entry or Order Submitted Without Approval of All Attorneys; Proof of Service.** If approval of the Journal Entry referenced in subsection (a) cannot be obtained after reasonable effort, the attorney may upload the journal entry or order without the approval of all other attorneys involved in the matter. The phrase “order submitted pursuant to D. Kan. LBR 9074.1” must appear above the signature line of any attorney whose signature on the journal entry or order has not been approved.

(1) *Service required.* The attorney uploading a journal entry or order not approved by all attorneys must, on the same date, serve copies of the order on all other attorneys involved and on any unrepresented parties. Attorneys must establish proof of service by filing a certificate of service in the manner prescribed by D. Kan. LBR 9013.3. The attorney must attach the uploaded journal entry or order as an exhibit to the certificate of service.

(2) *Objections to entry of journal entry or order.* Attorneys and unrepresented parties must file any objections to entry of the journal entry or order within 14 days after service of the journal entry or order. The court may enter the journal entry or order if no timely objection is filed and served. The court will settle any objections to the journal entry or order.

**(c) Inapplicability to Chapter 13 Trustee.** The procedure in subsection (b) may not be used in lieu of obtaining the approval of a Chapter 13 Trustee to any journal entry or order in any Chapter 13 case. If a Chapter 13 Trustee declines to approve any order, the party seeking approval of the order may file a motion requesting the court approve the order without the Chapter 13 Trustee’s approval.

**(d) Journal Entry or Order Submitted With Approval of All Attorneys or Parties.** An attorney may upload a journal entry or order without serving copies when every attorney or unrepresented party involved in the matter has previously authorized their signatures to the specific pleading. The court may enter the journal entry or order on receipt.

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As amended 3/17/10, 10/17/05, 3/17/05.