

**United States Bankruptcy Court  
Eastern District of Missouri**



**Wage Order Data Entry Program**



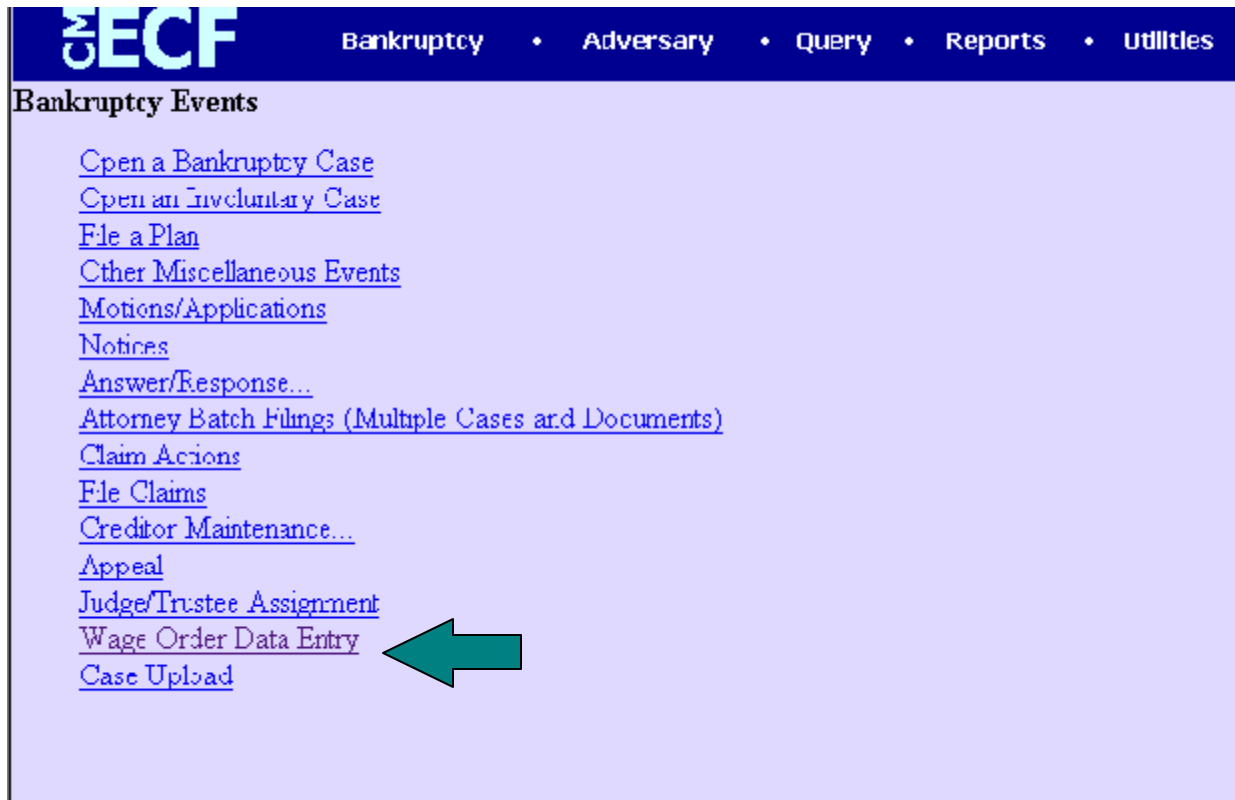
**April 2005**

## Instructions to Enter Virtual Motion for Order to Pay Wages

**Introduction** - A new program called Wage Order Data Entry has been added to CM/ECF to simplify the wage order process for Chapter 13 debtor's counsel. This program alleviates the need for an attorney to create a PDF of a motion to be filed as a Motion to Pay Wages to Trustee and the need to submit a proposed order via e-mail to the appropriate Judge. The purpose of the Wage Order Data Entry program is to allow an attorney to enter Employer Name, Employer Address, Amount to Deduct, and Frequency Type on the entry screen and have the System automatically generate a virtual motion event in one day and a form wage order in two days. If an order to pay wages needs special language other than the text of the standard order attached, the Motion to Pay Wages to Trustee event will still be available for use and a proposed order with the special language can still be sent via e-mail to the appropriate judge. However, most normal wage orders can be requested through Wage Order Data Entry without any problem.

**Instruction** - Steps on how to use the Wage Order Data Entry follow.

**I. Finding Wage Order Data Entry** - Wage Order Data Entry is located under the Bankruptcy Events menu. An example of how the Bankruptcy Events menu displays is provided below with the Wage Order Data Entry highlighted in red and a green arrow to the right. Click on Wage Order Data Entry to move to the next screen.



**II. Enter Case Number** - At the Case Number screen, enter the case number in which the wage order is to be entered. An example of the screen is provided below. Click continue to move to the next screen.

**Wage Order Request Entry Screen**

Case Number

04-40001 99-12345, 1-99-bk-12345 or 1-99-bk-12345

Continue Clear

**III. Read Warning Message** - The purpose of the warning message on the screen provided below is to warn that only one debtor should be selected on the next filer screen if the Chapter 13 case has joint debtors. On a joint case in which both debtors need wage orders, it will be necessary to use Wage Order Data Entry twice so that each debtor will receive a separate order. Click Continue to move to the filer screen.

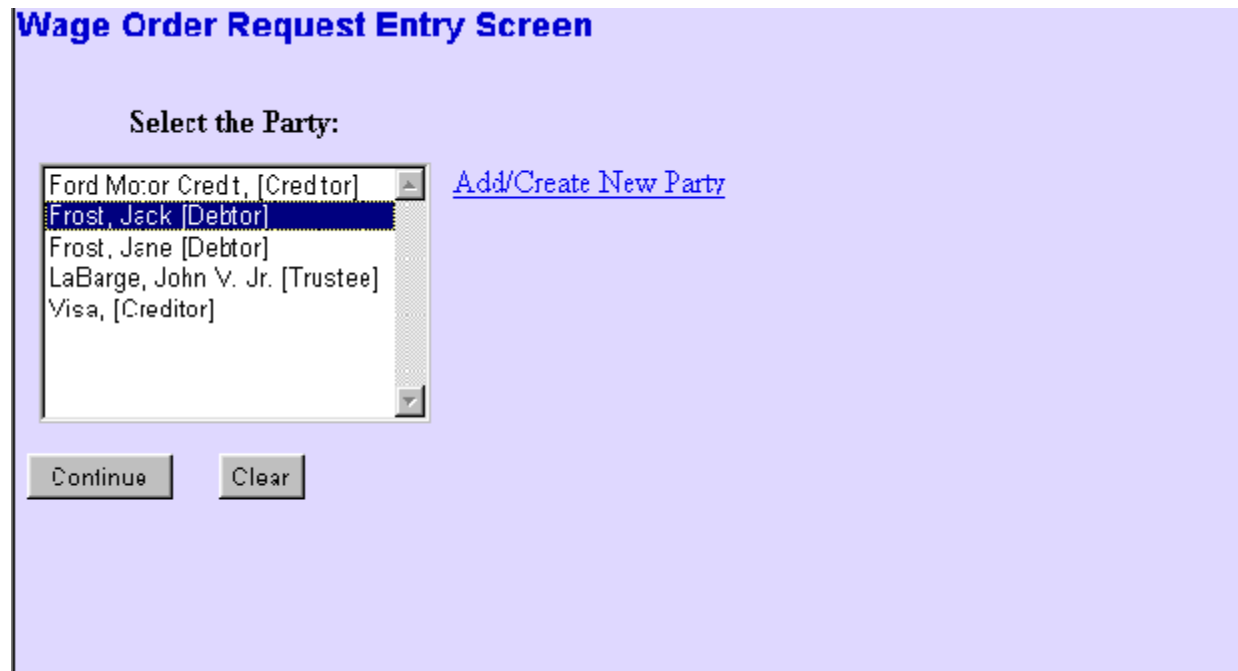
**Wage Order Request Entry Screen**

[04-40001 Jack Frost and Jane Frost](#)

**Pick only one party name on the following screen!!**

Continue Clear

**IV. Select the debtor at the party filer screen** - At the party filer screen, the debtor for whom the wage order applies should be selected as displayed in the screen below. As mentioned previously, only select one debtor on a joint case. Select Continue to move to the next screen.



**V. Enter data in Employer Information screen** - The name selected in the party filer screen is shown flashing in red. All of the fields require information to be added. The employer name should be entered in the Employer Name field. The Address 1 field is defaulted to Attn. Payroll Department. The Address 2 field should always be used to enter the mailing address of the employer. The city of the employer's mailing address must be entered in the City field. The state of the employer's mailing address must be entered in the State field. The State field must have two alphabetical characters. The zip code of employer's mailing address must be entered in the Zipcode field. The Zipcode field must have at least five digits. The amount to be deducted from debtor's wages is entered in the Amount to Deduct field. The Amount to Deduct field must be a non-zero dollar amount. The Frequency Type field is a drop-down field with Monthly established as the default. The other drop-down selections available under Frequency Type are Weekly, Bi-Weekly, Twice a Month, and A Pay Period. A sample of the screen with the data entered in the fields referenced above is provided below. Select Submit when all of the data is entered.

## Employer Information

Case number: 04-40001

Re: Jack Frost

Employer Name:

Address 1:

Address 2:

City:

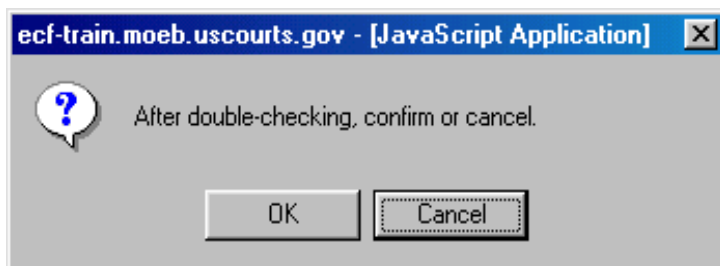
State:

Zipcode:

Amount to Deduct:  (non-zero dollar amount: e.g.- 100 or 100.00)

Frequency Type:

**VI. Verify Employer Information** - After selecting submit, a confirmation screen appears as displayed below which gives the user a last chance to confirm or cancel the data entered in the Employer Information screen. If there are any inaccuracies on the screen, click Cancel to make any changes before final submission. If information is accurate, click OK to move to the next screen. Once OK is clicked, the information is no longer modifiable by the filer.



**VII. Verify Wage Order Request Submission Receipt** - Once the Employer Information screen is accepted, a Wage Order Request Submission Receipt is generated which can be printed as a verification of entry. The Court can be contacted at this point if an error was made in Wage Order Data Entry by calling the Help Desk at 866-803-9517. A Wage Order Request Submission Receipt screen is displayed below.

## Wage Order Request Entry Screen

### Wage Order Request Submission Receipt

The Wage Order Request you submitted has been accepted and posted by this system. Allow at least three business days to process. Please contact the Court for corrections.

Wage Order Request Entry Id	111
Date of Submission	4/6/2005
Case Number	04-40001
Debtor Name	Jack Frost
Employer Name	Audreys
Deduction Details	Deduct \$150.00, monthly

**Print this page if you need a record of this entry.**

#### **VIII. Docket texts of the virtual motion and the form wage order -**

The docket text for the motion will appear as follows:

Motion for Order Directing Employer Audreys to Pay Wages to Trustee in the amount of \$150.00 monthly. Filed by: Jack Frost (*data entered by atty1*)(Admin) (Entered: 04/05/2005)

The docket text for the form order will appear as follows:

Order Granting Wage Order (Related Document: Motion for Order Directing Employer Audreys to Pay Wages to Trustee in the amount of \$150.00 monthly. Filed by: Jack Frost) (Admin) (Entered: 04/06/2005)

**IX. Wage Order Form** - The form of the wage order is included on the last page. The wage order is mailed through the Bankruptcy Noticing Center to the Debtor, Debtor's attorney, Employer, and the Chapter 13 Trustee. This Wage Order can also be viewed via PACER upon receiving the electronic notice.

**X. Amended Wage Orders** - Any wage order entered through Wage Order Data Entry supersedes any prior wage order that was entered. Therefore, Wage Order Data Entry can be used for amended wage orders.

UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF MISSOURI

In Re: Jack Frost  
Debtor/Employee  
xxx-xx-9925

)  
) Case No.: 04-40001  
) Chapter: 13  
)

To Employer: Audreys  
Attn. Payroll Department  
345 Goodeats Drive  
St. Louis, MO 64333

Deduction: \$150.00 monthly

**ORDER TO EMPLOYER TO DEDUCT AND REMIT A PORTION OF DEBTOR'S EARNINGS  
FOR THE VOLUNTARY PAYMENT OF DEBTS**

This is an ORDER of the United States Bankruptcy Court, NOT a garnishment. **It supersedes any previous order of this Court issued with respect to the Debtor/Employee's wages.**

The above-named Debtor/Employee has voluntarily filed a petition and plan under Chapter 13 of the United States Bankruptcy Code seeking to pay certain debts under the protection of this Court. These debts are to be paid by the Chapter 13 Trustee from the Debtor/Employee's future earnings. Debtor/Employee has requested an Order to have his/her future earnings withheld and paid to the Chapter 13 Trustee. This Court is empowered under Title 11 Section 1325(c) of the United States Code to direct any entity from which the Debtor/Employee receives income to pay all or any part of such income to the Trustee. Accordingly, it is hereby

ORDERED that:

Until further order of the Court, you are directed to immediately begin withholding the above stated amount from the wages, salary, commission, and all other earnings or income of Debtor/Employee and remit same promptly to the Chapter 13 Trustee no less frequently than once each month.  
(Make check payable to "John V. LaBarge, Jr., Chapter 13 Trustee" at the address shown below).

**MAIL ALL REMITTANCES WITH CASE NAME AND NUMBER TO:**

John V. LaBarge, Jr.  
Chapter 13 Trustee  
P.O. Box 430908  
St. Louis, MO 63143



**U. S. Bankruptcy Judge**

Date: April 6, 2005

Copies to:  
Debtor, Debtor's attorney, Employer, Chapter 13 Trustee  
Rev. 2/05