

Judge Doyle's Guidelines for Proposed Orders

The following guidelines apply to **all proposed orders** submitted on Judge Doyle's cases. **Additional guidelines for proposed orders modifying the stay** are provided in a separate document on [Judge Doyle's web site](#).

A. **LESS IS MORE:** include only language that is necessary to provide the relief sought.

1. **Introductory Paragraph:**

- a. In the introductory paragraph, identify only the motion before the court and the parties.

Example:

This case is before the court on the motion of Creditor A to Approve Sale.
IT IS ORDERED

- b. DO NOT include any unnecessary language, including:

- the court has jurisdiction
- the court is "advised in the premises"
- the court has "reviewed" anything
- "due notice" has been given or anything else about notice
- the court "finds" anything, including cause to grant the motion
- the court "having considered all objections and overruling them"
- "in the above captioned case" - what other case would it be?
- "At Chicago, Illinois, before Judge Carol Doyle this XX day of October, 2020"

2. **Grant the motion:**

- A Always include a statement that the motion is granted, usually followed by "as follows." Then state the specific relief sought.

Example:

IT IS ORDERED that the motion to modify the plan is granted as follows:

Paragraph 8.1 of the plan is modified to provide: The debtor will keep all tax refunds.

3. **Title of Order:**

1. If the order is granting a motion, the title of the order should be “Order Granting Motion to Modify Plan.”

It should not refer only to the specific relief granted. So it should **not** say “Order Modifying Plan.”

2. If the order is granting a motion to modify the stay, do NOT put the name of the creditor or a description of the collateral (like an address) in the title of the order.

B. **Other Rules:**

1. **Only one verb per phrase or sentence.**

Examples:

“It is ordered ...” NOT: “It is ordered, *adjudged and decreed*”

“The trustee is authorized to employ.....” NOT: “to retain *and employ*”

“The time is extended ...” NOT: The time *shall be and hereby* is extended ...”

2. **Only one preposition per phrase.**

“The time for filing X is extended *to* January 1, 2099,” NOT “to *and including* January 1” or “*through and including*. January 1.”

“The objection must be filed *by* January 1, 2099.” NOT “*on or before* January 1. “

3. **Do NOT use arcane language.** Use only words that are in common usage today.

Examples of prohibited language:

-said - as in “said agreement” – use “the” instead

-herewith
-forthwith
-hereinbefore
-heretofore
-aforementioned
-whereas
-herein
-commencing - use “beginning”

4. **Do not start sentences with “that.”**

DO state: IT IS ORDERED that:

1. The automatic stay is modified....
2. The stay in Rule 4001(a)(3).....

Do NOT state:

It is ordered:

1. That the automatic stay is modified
2. That the stay in Rule 4001(a)(3)

5. **Avoid** “shall” - it is ambiguous. Use “must,” “may,” or “will.”
6. **Avoid** using “hereby” - it is unnecessary. If you feel compelled to use it, ONE “hereby” is sufficient at the beginning: “It is hereby ordered.” Do not use it in every paragraph of the order.
7. **Do not** start every paragraph with “That.” Make each paragraph a complete sentence or group of complete sentences.