

How to Submit Orders to the Court

- Save your order in Word or Word Perfect format
- Email the order in Word or Word Perfect format as an attachment to:

Cmorders@vawb.uscourts.gov

- Subject Line: Case #, hyphen, divisional office abbreviation (no spaces)

Example: 04-71001-ROA (Roanoke cases)
04-61002-LYN (Lynchburg cases)
04-51003-HAR (Harrisonburg cases)

If the order is being submitted in an adversary proceeding case, include the adversary proceeding number within the format.

Example: 04-71001-ROA (AP 04-07100)

Additional information as Debtor(s) name and type of order may be included on the subject line once the case number format has been entered.

Email inquiries to CM Help Desk: CMHelpdesk@vawb.uscourts.gov