

SECTION 5 | ALL PROPOSED ORDERS MUST INCLUDE THE FOLLOWING:

1. A cover letter indicating what the Order is for... i.e. hearing (including the hearing date), consent order, etc. The cover letter should also indicate if it is consented to or objected, and that all parties are copied with same. The cover letter and order may be emailed (Order only should be in Word format) to the JA with all parties copied. **PLEASE DO NOT EMAIL YOUR PROPOSED ORDER AND MAIL IT VIA USPS – sending it both ways causes duplication.**
2. A consented or agreed to order should have in the caption "Consent" or "Agreed", or it should have both or all parties signatures.
3. Service list should contain appropriate email/efile addresses for all parties to be copied on.
4. When an Order has been submitted through email and there are unrepresented parties not receiving service through the e-portal, the attorney submitting the order is responsible for mailing a copy of the order to any and all non-represented parties and filing a Notice of Service.

NOTE: Any complex Orders should be also sent via email in Word format.