

SECTION 6 | PROPOSED ORDERS AFTER A HEARING

Proposed orders after a hearing are to be timely submitted in Word format to the Judicial Assistant via email with opposing counsel/unrepresented party copied. The email should include a **cover letter to the Court signed by counsel** stating that opposing counsel/unrepresented party has been provided with the same materials being provided to the Court, the date of the hearing and whether opposing counsel/unrepresented party agrees with the language of the proposed order. The order service list must contain e-filing addresses for opposing counsel/unrepresented party. If an unrepresented party does not receive e-filings, counsel must immediately mail or hand deliver to the Court an addressed, stamped envelope.

If counsel does not have an email address for an unrepresented party, counsel must mail or hand deliver the proposed order and letter to the Court consistent with the instructions above.