

LOCAL RULE 10 | AGREED ORDERS

1. **Most** Agreed orders can be submitted via e-order.
2. Cases with *pro se* Litigants who have not provided an email address, cannot be submitted via e-order.
3. Agreed orders **must** be submitted through CMS, by copy and pasting the body of the Order into the system, or typing it out.
4. Agreed orders must contain the type of motion, and if applicable, the date when the hearing took place.
5. The agreed order must reflect the court's ruling at the hearing
6. The language of the agreed order must be agreed to by all parties.
 - a. Please include a cover letter indicating this information as an attachment when uploading via e-courtesy.
7. When your order is approved, anyone on the e-service list will receive an email notifying that the order has been approved. The order itself will have the judge's electronic signature, date and time at the bottom of the last page.
 - a. Please do not call to see if the Judge has approved an e-order, unless it is urgent.
8. **Rejected Orders**: If your e-order comes back rejected, you will receive an email. **Please read the explanation given.** If you do not understand the reasoning, please check the procedures to see if it falls under one of the requirements. If you still do not know why your order was rejected, please call the JA.

