LOCAL RULE 11 | PROPOSED ORDERS

1. Most proposed orders can be submitted via e-order.
2. Be sure your order does **not** indicate "Proposed" in the title or body of the order.
3. Cases with pro se Litigants who have not provided an email address cannot be submitted via e-order. Please submit hard copies with envelopes for all parties.
4. Proposed orders must be submitted through CMS, by copy and pasting your Order into the system, or typing it out.
5. Proposed orders must contain the type of motion, and if applicable, the date when the hearing took place.
6. 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.
7. **Rejected Orders**: If your e-order comes back rejected, 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.