

SECTION 9 | SUBMITTED PROPOSED ORDERS

The Court may request the lawyers prepare proposed orders pursuant to the Court's verbal recitations of its ruling. When such proposed orders are provided to the Court, a cover letter should be provided affirming that opposing counsel has reviewed the proposed order and that opposing counsel has no objection. If opposing counsel has an objection, the specific objections shall be described in the letter.

If a lawyer opposes the proposed order, such lawyer shall prepare a separate proposed order along with a cover letter describing any objections.

When providing a proposed order, sufficient copies for all parties and stamped addressed envelopes must accompany the order when it is submitted.

The full name and complete address of the lawyers/parties to whom copies are provided should be included on the last page of the proposed order.

Should the Court request orders be submitted by e-mail, such orders should be formatted in either WordPerfect or Word (Word is preferred).

