

Proposed Orders Reminder (Posted Dec. 2007)

Proposed orders are not filed with the motion on ECF. Rather, the motion must be filed first on ECF, and then the proposed order is sent by e-mail to chambers and served on other parties as agreed.

The proposed order is to be in a word processing format; Judges do not sign proposed orders in PDF format. Remember to refer to the document number ECF assigns to the motion when the motion is electronically filed. In addition, please include "Proposed Order - short case title and case number" (e.g., Proposed Order - Jones v. Smith -03cv100) in the subject line of the email.

Lastly, the filer shall file a certificate of service of the proposed order in ECF pursuant to Section II, Part B, Subpart 2.