

**VERIFICATION OF CONSULTATION
WITH OPPOSING COUNSEL or *PRO SE* PARTY
TRANSMITTAL TO COUNSEL or *PRO SE* PARTY**

To: _____ **Date:** _____

VIA: ☐ **MAIL** ☐ **HAND-DELIVERY** ☐ **EMAIL to** (email address): _____

Case Number: _____ **Case Caption:** _____

Date of Hearing: _____ **Date Order will be presented to Judge:** _____

Title of Order/Document submitting for judge's signature: _____

Please review the enclosed proposed judgment/order and send me your suggested changes (if any) before the above presentation date. If you request no changes, please advise and I will submit the judgment/order to the Judge before that date. If I do not hear from you (and you are not on secured leave, which will delay presentation), the judgment/order will be presented to the Judge on the date indicated. Please advise me in writing if you need more than seven (7) days to respond to the form of this Order.

Printed Name of Presenting Attorney

Signature of Presenting Attorney

PRESENTATION TO JUDGE FOR SIGNATURE

To: Judge _____ **Date:** _____ **Courtroom:** _____

The attached judgment/order is presented for your consideration and signature. As indicated above, the judgment/order has been transmitted for approval and/or changes and:

☐ Consent Order attached

counsel/*pro se* party responded and approved the final form of the judgment/order presented

counsel/*pro se* party cannot agree to final form and a proposed judgment/order is submitted for your consideration along with opposing counsel/*pro se* party objections or redline version

counsel/*pro se* party has not responded within seven days of presentation and I have confirmed that opposing counsel was not on secured leave during that period. This proposed judgment/order is submitted for your consideration.

OTHER (per judge instructions): _____

Printed Name of Presenting Attorney

Signature of Presenting Attorney