



PROPOSED ORDER SUBMISSION

October 26, 2023

This document outlines the process for submitting externally generated Proposed Orders. Following these guidelines will help ensure that Proposed Orders are reviewed and signed by the appropriate judge.

Attorneys should ensure that their Proposed Orders are clear, concise, and free of errors or typos. Failure to do so may result in delays or rejection of the Proposed Order. In addition, attorneys should double-check that they are submitting the correct version of the Proposed Order and that all required information is included.

Best Practice:

- Initial drafts can be shared and edited among attorneys, litigants, and judicial officials outside of the File & Serve system (such as through email).
- Once the Proposed Order is ready for judicial review and signature, the attorney submits for judicial signature and filing through File & Serve.
- The Clerk will receive the submission in the File & Serve reviewer queue.
 - Clerk will review, to verify that it is a Proposed Order, and accept the submission.
 - Once accepted, the Clerk will send a task, including the Proposed Order documents, to Judicial Support Staff or Judge (local decision).
- If routed through Judicial Support Staff, Judicial Support Staff will then move the Proposed Order task to the appropriate Judge.
- Judge will receive the Proposed Order task.
 - Judge will review the Proposed Order and apply an electronic signature.
 - Judge will route the signed order to Judicial Support Staff or Clerk (local decision)
- If routed through Judicial Support Staff for case management, Judicial Support Staff will then move the signed order task to Clerk.
- Clerk will receive the Signed Order task from Judge or Judicial Support Staff
- Clerk will file stamp the Order, add a new Order event, and relate the Order document to the Order event.

