

UPDATED NOTICE – MAY 19, 2004

RE: PROPOSED **HEARING** ORDERS FOR JUDGE JENNEMANN

AFTER A HEARING, ATTORNEYS MAY SUBMIT PROPOSED
ORDERS FOR JUDGE JENNEMANN’S CONSIDERATION BY E-MAIL.

Proposed orders may be sent to the following e-mail address:

hearingorders.jennemann@flmb.uscourts.gov

Please follow these instructions when sending proposed orders:

- **Include docket numbers when referring to pleadings**
- **Include the date the hearing was held**
- **Allow 2 inches of space above the signature line for Judge Jennemann’s electronic signature (VERY IMPORTANT)**
- Provide names and addresses of parties to be served under the heading “Copies furnished to:” at the end of the order (do not include any service certification for the case manager to complete)
- Transmit all proposed orders as an attachment in **Word Perfect** format using 12-point, Times New Roman font with justified margins (not PDF)
- Title attachment using case number and name of pleading, i.e. 02-8633 Order Granting Motion for Relief from Stay
- In subject line of e-mail, include case number, name of pleading, and hearing date, i.e., 02-8633 Order Granting Motion for Relief from Stay, 05/11/04

If you have any questions, please call Cindy Courtney in Judge Jennemann’s chambers at 407.648.6832, or e-mail her at ccindy@flmb.uscourts.gov.

Thank you.