

**UPDATED NOTICE – MAY 19, 2004**

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

ELECTRONIC FILING USERS MAY SUBMIT PROPOSED ORDERS FOR JUDGE JENNEMANN’S CONSIDERATION BY E-MAIL.

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

[nonhearingorders.jennemann@flmb.uscourts.gov](mailto:nonhearingorders.jennemann@flmb.uscourts.gov)

**Please follow these instructions when sending proposed orders:**

- **Include docket numbers when referring to pleadings**
- Use 12-point, Times New Roman font with justified margins
- **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 PDF format (not Word Perfect)
- Title attachment (i.e., name the file) 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 and name of pleading, i.e. 02-8633 Order Granting Motion for Relief from Stay

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](mailto:ccindy@flmb.uscourts.gov).

Thank you.