



**United States Bankruptcy Court**  
Middle District of Florida  
Sam M. Gibbons United States Courthouse  
801 North Florida Avenue  
Tampa, Florida 33602

**MEMORANDUM**

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To: Practicing Attorneys

From: Hon. Catherine Peek McEwen, United States Bankruptcy Judge

Subject: Procedure for Following Up On Proposed Orders

Date: March 21, 2019

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Ladies and Gentlemen:

If you have submitted a proposed order for entry and it has not been entered on the docket, you may take the following steps to determine the status of the order.

1. For most orders, allow at least five business days from the date of submission for the order to appear on the docket.
2. For orders granting requests for emergency relief and other time-sensitive orders which the Court has authorized the attorney to submit for expedited review, please upload the order using "Emergency/Expedited" as the type of order. Use of this designation will trigger receipt of an e-mail by Chambers staff notifying them that the order has been submitted and is ready for review. Please allow at least 24-48 hours from the date of submission (depending on the circumstances) for the order to appear on the docket.
3. If the order has not been docketed within the applicable time period set forth in paragraph 1 or 2, please contact the case manager assigned to the case. The list of case managers and their digit assignment is located on the Court's website (<http://www.flmb.uscourts.gov>) under Judges/Chambers.
4. Please **do not** contact Chambers without first following the steps set forth above. Otherwise, review of your order may be further delayed.