

## **Dear Point and Click,**

**Q:** I recently submitted a proposed order through CM/ECF. It has been several days and I have received no notifications from the Court nor seen a signed order on the case Docket. Is there a way to track the status of the order?

**A:** Yes. You can track the status of proposed orders through the *Proposed Order Query Report*. Note: You can only track the status of orders that you submitted.

To track the status of a proposed order:

- Login to CM/ECF, using the login of the attorney who submitted the proposed order.
- Select [Reports](#) from the Main Menu Bar.
- Select [Proposed Order Query Report](#) [located under Case Information Reports].
- Enter the case number and make any filter selections. (You can leave the case number field blank and a list of orders submitted during the specified date range will display.)
- Click [Next].
- The results display. Depending on the search criteria entered on the previous screen, the results could contain one order, or multiple orders. If no orders are found, based on the criteria entered, **No order found with the selection criteria** displays.

Statuses:

**Being Processed** – This status indicates that the order has been reviewed and is currently in process. This could mean that it is with the Courtroom Deputy (if a hearing is being scheduled), being reviewed by the Judge, or with the Case Manager to be entered on the docket.

**Docketed** – This status indicates the order was entered on the docket. The date the order was entered is also indicated.

**Rejected** – This status indicates the order was rejected and a new order requested. The rejection process generates an email to each address associated with the attorney's CM/ECF account, with details about the issue with the order. The contents of the email can be retrieved by clicking the [\[click here for information\]](#) link.

**Not Used** – This status indicates that the order submitted will not be used; but no new order was requested. This could be because the Court has a standard form order to enter, a competing order was entered or a corrected order was submitted that will be processed.

### **Reminders:**

Do not reply to the proposed order rejection emails. Questions should be directed to the Case Management Staff. Submit questions through the Court's online HelpDesk portal, available through the following link: <https://ecf.flmb.uscourts.gov/training/support.htm#>.

Alternatively, a Staff Directory is available on the Court's website, [www.flmb.uscourts.gov](http://www.flmb.uscourts.gov), under the Court Information - Locations /Phone Lists link.

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**Order Related Court Resources:**

Proposed Order Information: [http://www.flmb.uscourts.gov/proposed\\_orders/](http://www.flmb.uscourts.gov/proposed_orders/)  
External Procedures Manual [Proposed  
Orders]: <http://www.flmb.uscourts.gov/proguide/documents/Procedure/Proposed%20Orders.pdf>  
<http://www.flmb.uscourts.gov/proguide/documents/Samples/Sample%20-%20Proposed%20Order%20Template.pdf>  
Style Guide: [http://www.flmb.uscourts.gov/procedures/district/style\\_guide-POST.pdf](http://www.flmb.uscourts.gov/procedures/district/style_guide-POST.pdf)

eLearning [Proposed Orders]:

<https://ecf-train.flmb.uscourts.gov/training/training.htm?CMECFeOrdersProcessforExternalUsers.swf>  
[http://pacer.flmb.uscourts.gov/cmecf/training/service\\_of\\_orders\\_by\\_attorneys\\_and\\_trustees.swf](http://pacer.flmb.uscourts.gov/cmecf/training/service_of_orders_by_attorneys_and_trustees.swf)