

## Proposed Orders

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### Docketing Event

N/A

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### Negative Notice: N/A

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### Accompanying Orders: N/A

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### Code and Rule References:

[Local Rule 9072-1](#)

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### Fee: N/A

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### Applicable Chapters: ALL

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### Implemented: 2/9/2016

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### Last Revision: 9/28/2017 11:54:52 AM

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### Description

The Court transitioned to eOrders in CM/ECF effective May 18, 2015. All proposed orders are submitted via CM/ECF.

For your assistance, the Court prepared an [electronic learning module](#) for your review. Please ensure that anyone who submits orders views the electronic learning module prior to submitting an order.

Any CM/ECF user who has designated filing agents will need to make adjustments within CM/ECF to provide your filing agent with access to submit orders on your behalf. To assist you with this process, please follow the steps outlined in the following document: [CM/ECF eOrders Process for External Users](#).

A [Style Guide](#) providing revised order formatting for CM/ECF eOrders is posted on the Court's website.

### **General Guidelines for All Proposed Order Submissions**

Proposed orders must be generated in Word or Word Perfect and converted to Adobe Portable Document Format (PDF) with the exception of consent orders showing both signatures and orders where additional attachments are required to be submitted along with the order. Additionally, all proposed orders must be in compliance with the guidelines in the Style Guide that includes, but is not limited to, the following:

- Must include case name and full case number;
- Must include descriptive title, including name and docket number of the matter ruled upon and substance of the Court's ruling, e.g., granted or denied;
- If the matter was heard by the Court, must include the date of the hearing;
- If the matter was served using the negative notice provisions of Local Rule 2002-4, the language set forth in Local Rule 2002-4(e) must be included;
- If the order involves real property, it must contain a full and complete legal description of the real property;

- The first sentence of the order should begin with “THIS CASE” or “THIS PROCEEDING” in all caps;
- Before the Court’s decree should be the phrase “Accordingly, it is **ORDERED**” and “**ORDERED**” should be in all caps and bolded;
- The heading should be centered in all caps and bolded but only the text of the bottom line is underlined;
- Must be 12-point Times New Roman double-spaced font with justified left margins;
- Must have a 3-inch top margin, all other margins are to be one inch;
- Must not include a date or a signature line;
- Must be no larger than 8.5” x 11”; and
- Must include the following statement at the end of the order:
  - Attorney [or trustee] [insert name of attorney/trustee] is directed to serve a copy of this order on interested parties who are non-CM/ECF users and to file a proof of service within three days of entry of the order.
  - ❖ **Note:** Proposed orders that do not include this statement will be rejected and the submitting party will be required to submit a new order with the appropriate language included.

If a Motion is filed by negative notice, allow for negative notice period to run before the submission of a proposed order as outlined in the Court’s Negative Notice List.

Proposed orders may be submitted simultaneously with filing of the underlying document for items listed on the Court’s Accompanying Orders List.

Orders resulting from a hearing shall be submitted within three business days of the hearing.

Under Local Rule 9072-1(c), an agreed or consent order may be submitted if: (1) the parties have previously filed an agreed or joint motion that is signed by all necessary parties; (2) the movant represents in the motion that the movant has obtained consent of the other parties to the entry of a proposed order attached to the motion; (3) a separate consent with the signature of all necessary parties is filed; (4) an agreed order signed by all necessary parties is submitted (no prior motion required); or (5) the movant submits an order that recites in the preamble that the submitting party represents that the other parties have agreed to the form and content of the order, e.g., “By submission of this order for entry, the submitting counsel represents that the opposing party consents to its entry.”

Under Local Rule 9072-1(d), If a party requires the substantive amendment of a previously entered order, the party may file a motion for entry of an amended order together with an amended order, or submit an agreed amended order. Amended orders shall include a footnote on the order’s first page that states the reason for the amendment. If the amendment does not affect the substance of the ruling (e.g., merely to correct a legal description), a party may submit an amended order with a footnote on the order’s first page that sets forth the reason for the amendment

Failure to follow these guidelines may result in the rejection of the proposed order.

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**Forms**

[Proposed Order Template](#)