



JUDGE JENNEMANN - PROCEDURES FOR SUBMITTING PROPOSED ORDERS VIA WEB SITE

Proposed Hearing Orders:

- Include in the first paragraph of the proposed order:
 - * title and docket number of pleading order refers to
 - * hearing date
- **Allow 2 inches of space for Judge Jennemann's electronic signature.**
- Orders must be prepared in Word or Word Perfect, using 12-point, Times New Roman font with justified right margins.
- 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).
- Proposed hearing orders must be uploaded in Word or Word Perfect format.

Proposed Non-Hearing Orders:

- Include in the first paragraph of the proposed order:
 - * title and docket number of pleading order refers to
- **Allow 2 inches of space for Judge Jennemann's electronic signature**
- Orders must be prepared in Word or Word Perfect, using 12-point, Times New Roman font with justified right margins.
- 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).
- Proposed non-hearing orders must be uploaded in PDF format.

Competing Orders:

- When an attorney submits an order that opposing counsel has not agreed to, the attorney will be required to include (as the first page of the proposed order) a letter that states:
 - 1) the order is not agreed to by opposing counsel;
 - 2) whether a competing order is expected; and
 - 3) the issue that is in dispute.
- Competing orders for Judge Jennemann from a hearing should be uploaded in Word or Word Perfect, and competing orders from a non-hearing motion should be uploaded in PDF.

Stay Relief Orders:

- The service list must include the full name of the movant attorney (the attorney who actually signed and filed the motion).
- Do not use an underline to represent the court-entered date. Simply leave blank and the Court will insert the order's date at the appropriate location.
- Chapter 13 stay relief orders must reflect consents were filed by the trustee and debtor or that a hearing was held (include hearing date).

Orders Authorizing Employment of Counsel for Debtors-in-Possession:

- Order must conform to the sample located at: <http://www.flmb.uscourts.gov/jennemann/>