

### **Proposed Orders**

Proposed orders agreed upon by the parties can be submitted to the Judicial Assistant for signature via e-mail as a Word (.docx) formatted document. The counselors are responsible for providing a copy of an electronically signed Order to any pro se parties. If the pro se litigant has included an e-mail address on Form 12.915 (titled "Designation of Current Address and E-mail Address"), filed within the case, it may be provided electronically. If not, it is the responsibility of counsel to provide a copy of the Order by regular U.S. mail.

Proposed orders not agreed upon by the parties or competing Orders should be submitted to the Judicial Assistant by e-mail and attached as a Word (.docx) formatted document, which will be forwarded to the Judge upon receipt of both proposed competing Orders. The cover letter should include the hearing date if there was a hearing. If the proposed order is a proposed final judgment, the cover letter should also include the date the initial jurisdictional testimony was taken and the document number for the initial jurisdictional testimony order.

Proposed orders must be submitted to the opposing party by e-mail to the e-mail address on the service notice or as otherwise designated by the party. If the opposing party does not respond within five (5) business days, the proposed order shall be deemed an agreed-upon proposed order. The cover letter submitted with the proposed order should note that the other side failed to respond within five (5) business days.