

ORDERS

This procedure explains how Orders and Stipulated Orders are to be filed under CM/ECF in accordance with the Court's CM/ECF Administrative Procedures.

Complete guidelines for submitting proposed orders can be found in the Court's CM/ECF Administrative Procedures. Excerpts of those instructions are provided here.

All Proposed Orders are to be Submitted by E-mail in WordPerfect or Word Format

A. Time of Submission

Proposed orders must be submitted simultaneously with all motions or pleadings, except for matters submitted on "negative notice." Orders on motions that may be filed on "negative notice" shall be submitted to the Court after expiration of the last date for serving and filing objections to the underlying pleading. The certification of no response or resolution should be part of the proposed order.

B. E-mail transmission.

Proposed orders shall be submitted to the Court by e-mail as an attached document in **WordPerfect** or **Word** format and shall be sent to the e-mail address that corresponds with the Judge assigned to the case referenced in the proposed order. The number of orders attached to an e-mail message is not limited. However, the combined size of the e-mail may not exceed 30 MB.

Send orders to:

- Chief Judge Surratt-States - StatesOrders@moeb.uscourts.gov
- Judge Schermer - SchermerOrders@moeb.uscourts.gov
- Judge Clair - ClairOrders@moeb.uscourts.gov

C. Naming Convention.

The proposed order must conform to the following naming convention:

*case number with judge code, descriptive file name
(e.g. party and type of pleading) with appropriate
file-type extension (".wpd" or ".doc").*

Omit hyphens in case number. For example:

0254321172 Ford Motor Relief.wpd
0254321399 GECC Cash Collateral.doc

Judge Codes: Chief Judge Surratt-States - A659
Judge Schermer - A399
Judge Clair - B169

D. Content of E-mail Message.

Subject line. The subject line of the e-mail message should indicate the name of the attorney or law firm submitting the order(s).

Message. The e-mail message must contain the following information in the body of the message for each order or series of orders attached:

- 1) the name of the party on behalf of whom the order(s) is/are submitted; and
- 2) the date and time of the hearing to which the order(s) relates/relate if the matter was set for hearing. (See Figures A & B). If the matter did not require a hearing, the message should indicate "no hearing necessary."

REMEMBER: ORDERS ARE NOT FILED THROUGH THE ECF SYSTEM!!

USE YOUR E-MAIL PROGRAM TO TRANSMIT PROPOSED ORDERS.

Your e-mail program may generate screens that look similar to the screens in Figures A or B below.

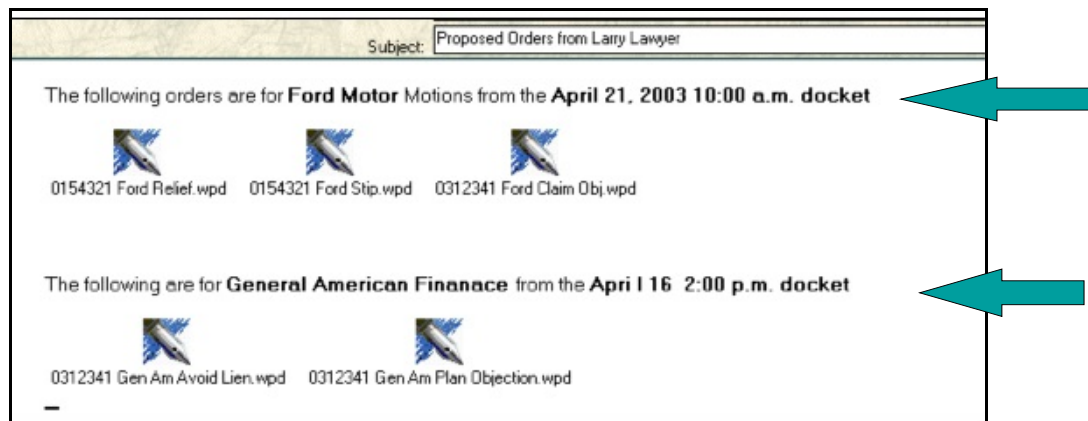


Figure A

Please remember to include the date of hearing in the message for each order or series of orders similar to the manner shown.

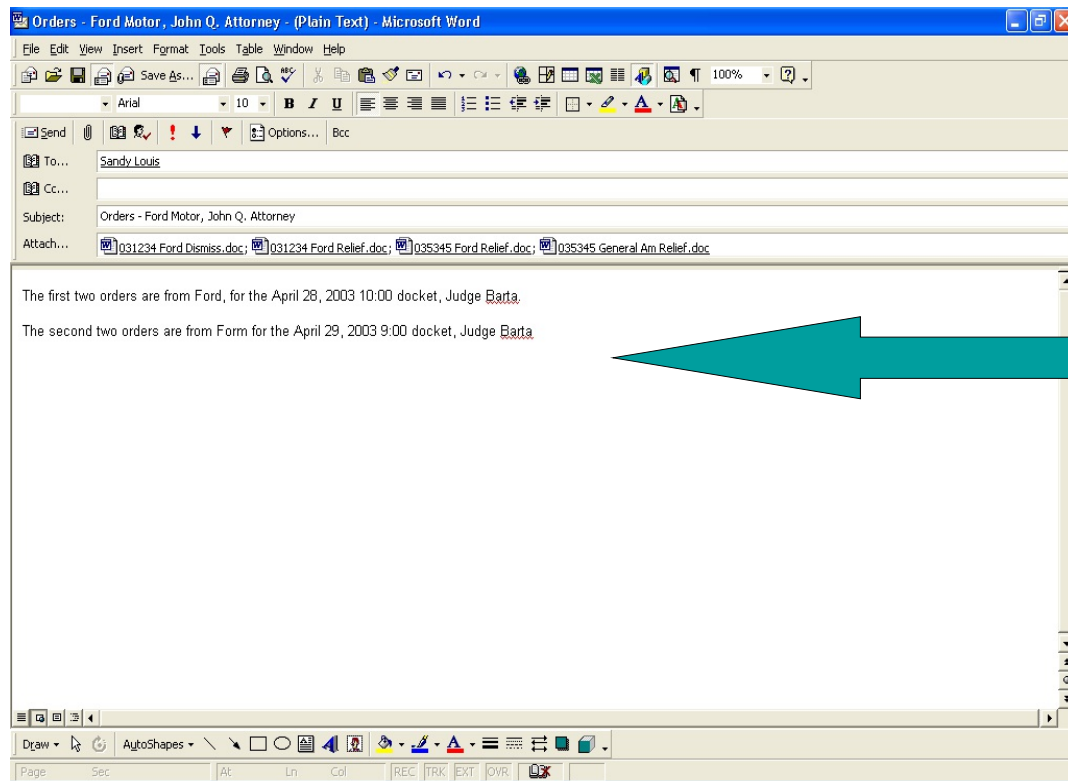


Figure B

Stipulated Orders The process outlined above should also be followed for transmitting stipulated orders to the Court. The stipulated order need NOT contain a copy of the signatures of those who signed the stipulation. HOWEVER, the party transmitting the stipulation (or another party by agreement) MUST retain the original document bearing the all signatures.

The event called "Stipulations" found in the ECF menu, under "Other Miscellaneous Events" should NOT be used for filing proposed stipulated orders. (See Figures 1 and 2 below). This event should only be used for filing stipulations that do not include an order component.

Stipulation Event. Use this event for filing stipulations that DO NOT include an order component.

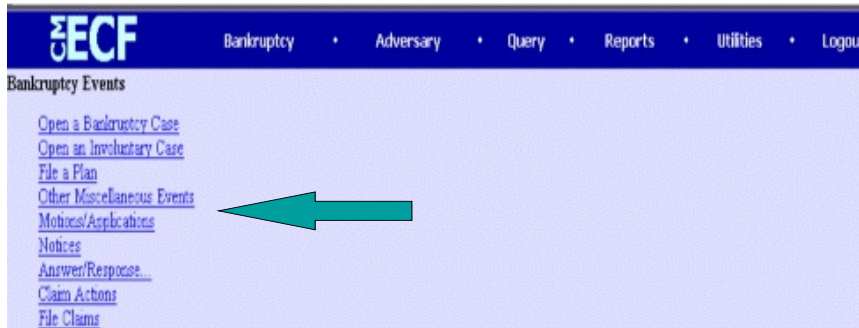


Figure 1

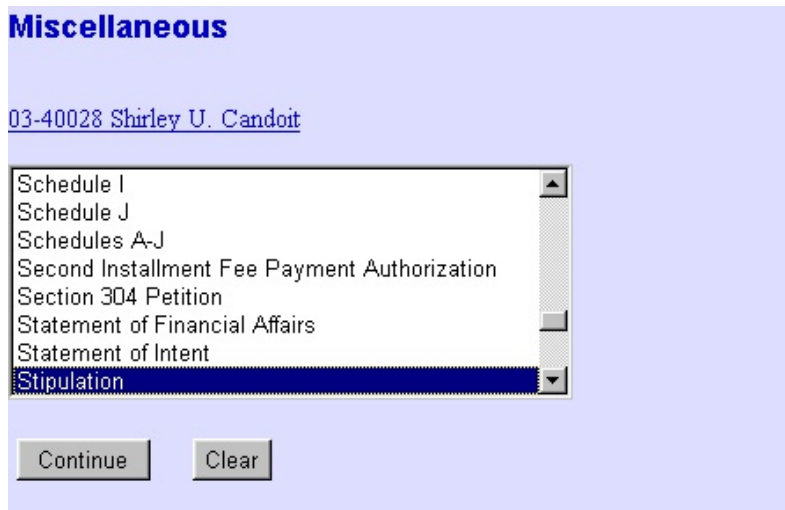


Figure 2

Proposed Orders Do's & Don't's

Do's:

- Send proposed orders by e-mail, in word processed format only.
- Send proposed orders at the time the motion is filed except for matters heard on negative notice.
- Send proposed orders with a certification of no response or resolution on negative notice matters only after the time for response has passed.
- Include hearing date and time in the proposed order.
- Send proposed orders to the correct e-mail address.

Don't's:

- Do not send your proposed order within the text of the an e-mail. It must be an attached document in Word or WordPerfect format.
- Do not send negative notice orders until the time for response has passed.