

# Submitting Orders for Judges Signature in CM/ECF

Wednesday, September 03, 2014

Select **Utilities** from the blue menu bar.

Select **Batch Proposed Orders**.

Type in the case number and click [Next].

**Note:** Multiple case numbers may be entered.

Verify the case name and number and type in the order information.

- **Docket Ref #:** Always link to the underline Motion/Application/Stipulation.
- **Brief Comment:** If applicable, type a brief comment.
- **Order Type:** Select the applicable order type from the drop down. If you cannot find an exact match, select miscellaneous or other.
- **Order File:** Browse and attach the applicable order. Orders must be in Word or WordPerfect format.

#### **Optional Items**

- Click **[Add Row]**, if you have another order to submit for the same case number.
- Click **(remove)**, if you want to remove an order.

Click **[Submit Order(s)]**.