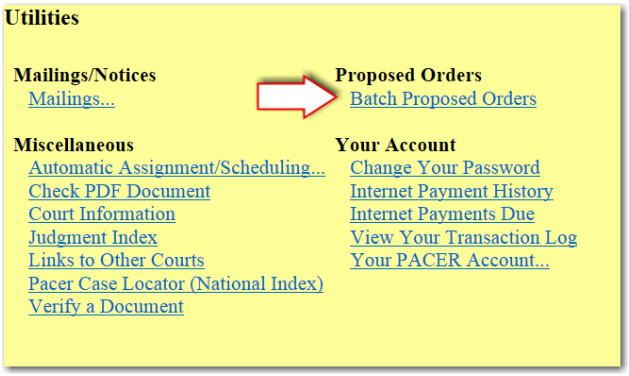
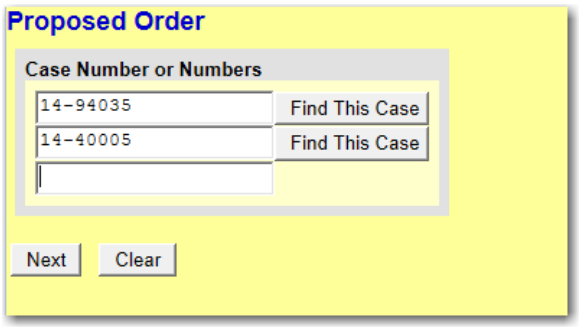
HOW TO SUBMIT AN ORDER FOR THE JUDGES SIGNATURE

3/02/16

Step by Steps

Step	Action
1	Select Utilities from the CM/ECF blue menu bar.
2	Select “Batch Proposed Orders” hyperlink. 
3	Type the case number in the field provided. You can add more case numbers if needed. 

Step	Action
	***** <u>HELPFUL HINTS WHEN SUBMITTING ORDERS</u> *****

The judges use a digital signature program to insert their signature and the date the order was signed. The program uses six rows to insert the signature and date, so make sure you have enough room at the end of the order otherwise the signature and date may be split up on two pages.

<u>Orders being submitted for the judge's signature must be in the following format;</u> **(Refer to ECF Procedure 7(h) for more information on formatting orders)**

- Word or WordPerfect
  <u>*The most commonly used font styles are*</u>:
  - Courier (Regular, Bold, Italic, and Bold Italic);
  - Arial MT (Regular, Bold, Oblique, and Bold Oblique);
  - Times New Roman PS MT (Roman, Bold, Italic, and Bold Italic);
  - Symbol; and
  - ZapfDingbats.
- Court Caption
- Title of the order
- Body of the order *(Do not include a line for the judge to sign, the judge's name, and or date. Everything should be completely blank after the body of the order)*

***Note**: Before saving your document, hold down the ctrl key and press the end key. This will position the cursor at the end of your text, which will be the proper insertion point for the judge's electronic signature and date.*

<u>Important:</u>

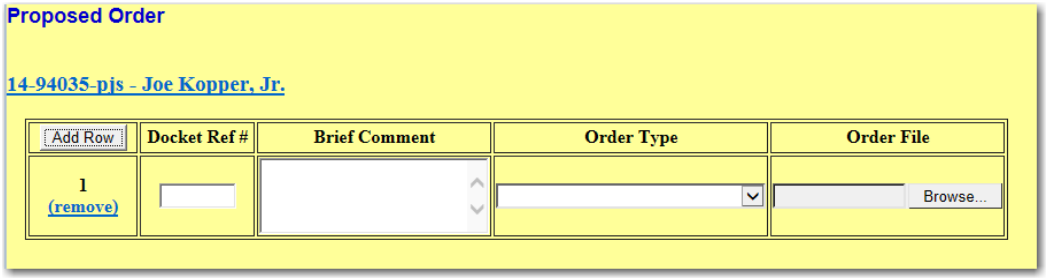
- *Do not include any characters, lines, names, or dates below the body of the order (i.e. a line for the judge to sign, the judge's name, and/or date). The page should be completely blank below the body of the order.*
- *Do not press the enter key or insert blank lines at the end of your document; otherwise the digital signature program will insert the signature at the last place the cursor was on the document (i.e. after the blank lines).*

***Note**: The best method to determine where the signature and date stamp will be inserted is to hold down the ctrl key and press the end key. This will place the cursor at the insertion point.*

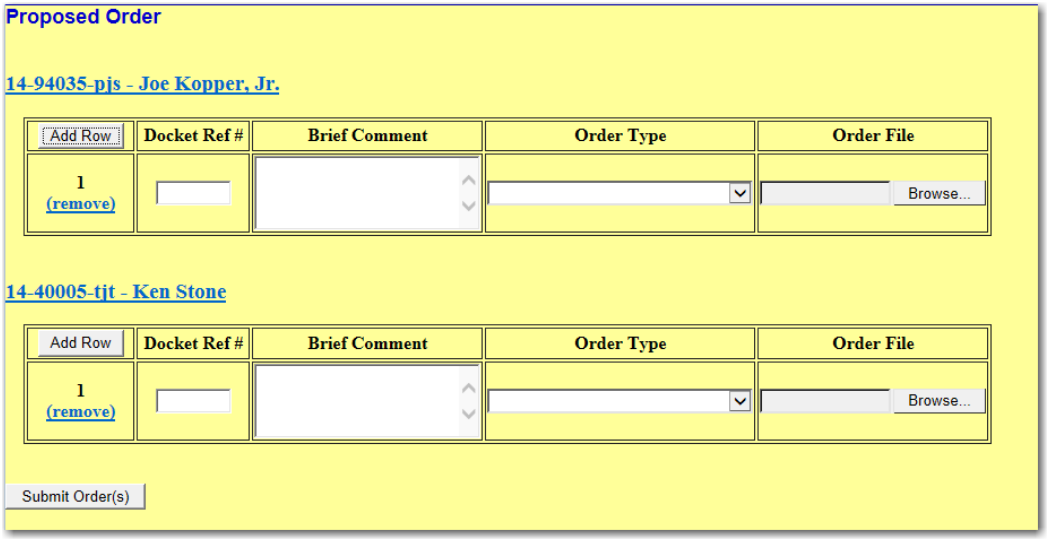
- *Do not submit a protected or read only document. Otherwise the signature program will not be able to insert the signature of the judge and date.*

***Note**: Make sure you remove any formatting issues at the end of the document. If you have columns or tables formatted at the end of the order, the signature of the judge and date will not display correctly.*

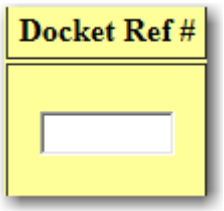
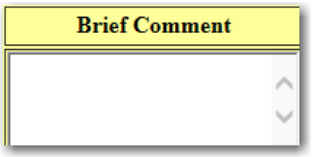
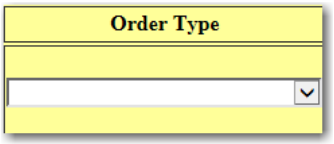
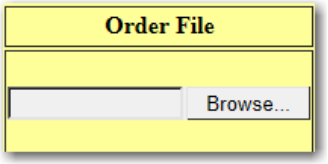
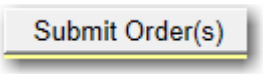
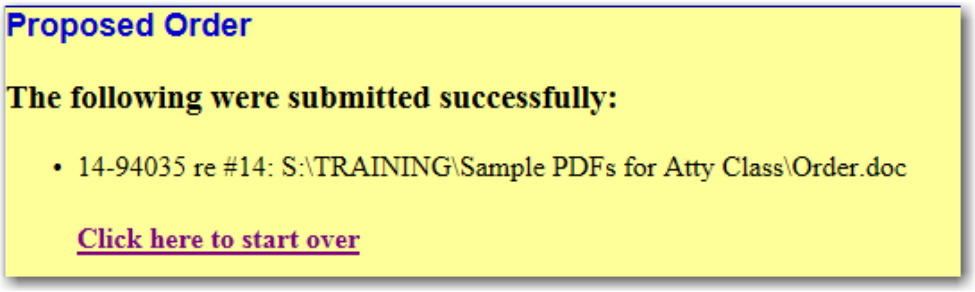
Step	Action
4	The following screen displays; enter the information and attach the order being submitted for the judge's signature.



- If you entered more than one case number this screen will display all the cases.



Step	Action

Add Row button 	If you want to submit another order for the same case.
(remove) hyperlink 	If you added another row in error you can click this hyperlink to delete that row.
Docket Ref # 	Enter the docket number this order is referencing. If submitting an order for a stipulation, enter the docket number of the stipulation. If submitting an order for certification of non-response, enter the docket number of the underline motion/application not the certification of non-response.
Brief Comment 	This box is optional; you do not have to enter text.
Order Type 	Select the type of order you are submitting from the drop down list. If you cannot find an exact match for the type of order; use miscellaneous or other.
Order File 	Click the browse button to associate your document. Orders being submitted for judge's signature, must be done in Word or WordPerfect format.
Submit Order(s) button 	Click this button to submit the order to the judge's inbox.

Step	Action
5	The order has been submitted.