

Guide to Preparing and Filing Electronic Orders (E-Orders) Dated 02/05/2013

A proposed electronic Order (E-Order) shall be prepared using the following guidelines:

- There must be a **4 inch margin** at the top of the first page of the order. The Judge's electronic signature will be at the top of the Order.
 - This space should be blank. Do not provide any signature line or date line for the Judge. This will be done electronically.
- The character sequence **###** must appear on the last page of the proposed order, centered at the end of the text. This signifies the end of the order and verifies the entire order has been received.
- The Order should not contain any blank spaces for the Court to complete. The Court cannot insert information in the body of an electronically filed Order.
- All electronically filed proposed orders should be filed after the return date of the hearing. This includes default motions.
- When uploading the proposed Order, relate the proposed order to the proper motion. Please **DO NOT** relate to the notice.
- Do not electronically file a pleading that contains a proposed order in the body of the pleading.
 - Please specify the hearing type. The list includes: Ex Parte, Expedited, Hearing Held, Hearing Not Held, Chapter 13 Trustee Only (Hearing Held) and Chapter 13 Trustee Only (Hearing Not Held).
- Please specify the scheduled hearing date.
 - For default motions, please select the date the hearing was scheduled
 - For calendar motions, please select the date the hearing was actually held (not the original date if it was adjourned).