

ELECTRONIC SUBMISSION OF PROPOSED ORDERS

revised 11/5/2012

Pursuant to Local Rule 137(b): When a proposed order is electronically submitted to the Court, the person proposing the order must submit it via ECF, thereby effecting service on all other parties. Except in situations in which a proposed order is contained in a stipulation, electronically submitted proposed orders may not be combined into a motion or request. **In addition to electronically filing the proposed order in .pdf format, the proposing person must also submit by e-mail a separate proposed order in word processing format compatible with Word Perfect to the appropriate Judge or Magistrate Judge's e-mail account listed below. See L.R. 137(b).**

The e-mail subject line must contain the words "proposed order" as well as the case number.

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