

ELECTRONIC SUBMISSION OF PROPOSED ORDERS
revised 05/28/2025

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 format to the appropriate Judge or Magistrate Judge's e-mail account listed below. Counsel should not include table/cell formatting in the date and signature portions of proposed orders. Use of table/cell formatting in the date and signature portions of proposed order may cause the document(s) to be returned unsigned and/or unprocessed.**

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

Eastern District Judges

Chief Judge Troy L. Nunley (TLN)	tlorders@caed.uscourts.gov
Judge Dale A. Drozd (DAD)	dadorders@caed.uscourts.gov
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Judge Kirk E. Sherriff (KES)	kesorders@caed.uscourts.gov
Judge Dena M. Coggins (DC)	dcorders@caed.uscourts.gov
Senior Judge William B. Shubb (WBS)	wbsorders@caed.uscourts.gov
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