

SUBMITTING PROPOSED ORDERS TO THE COURT

- Submitted in Word or WordPerfect Version 5.1 or higher format.

If using WORD:

- a. After you have completed your Word document, use the **“Save As...”** command under the **“File”** feature
 - b. On the “Save As Type” drop-down box, go to the bottom of the list and select **“WordPerfect 5.x for Windows”**
 - c. Save the document to your hard drive or local area network.
 - d. If you are unable to use the “Save As” function, you can submit your proposed order in WORD format as long as it is in simple format, i.e. no line numbering, no footers/headers, or other complex formatting
 - e. E-mail the proposed order to the court to addresses listed below
- Remove the signature line and date line for judge. The Judge will enter that information when the order is issued by the court.
 - DO NOT SUBMIT PROPOSED ORDERS IN “pdf” FORMAT.
 - **Naming convention of file:** Case#_Judge’s Initials_ORDER_Doc# of Motion
 - Do not place spaces in the title of your file name
Example: CV05-123_BLW_ORDER_#32-Dismiss.wpd
 - **Orders by Judge to:**
 - BLW_Orders@id.uscourts.gov
 - EJL_Orders@id.uscourts.gov
 - CWD_Orders@id.uscourts.gov
 - REB_Orders@id.uscourts.gov
 - LMB_Orders@id.uscourts.gov
 - MHW_Orders@id.uscourts.gov
 - VisitingJudgeOrders@id.uscourts.gov
 - consents@id.uscourts.gov
 - **Subject Line of E-mail:** Case No., Judge’s Initials & Document # of filed Motion
Therefore Motion must be filed first.
 - One Proposed Order per e-mail to court