United States District Court
Eastern District of Michigan

STIPULATIONS AND PROPOSED ORDERS

If a document requires the signature of a judicial officer, it should be submitted using the *Proposed Orders* link. **All proposed orders should be submitted in a format compatible with Microsoft Word.**

The *Proposed Orders* link should be used to submit:

- Proposed Orders
- Stipulated Orders
- Stipulations and Orders, **combined into one document**
- Joint Final Pretrial Orders

INSTRUCTIONS

Step 1:   From the Utilities Menu, click the *Proposed Orders* utility then *Submit Proposed Order*.

Step 2:   From the drop-down menu, select the judicial officer who should receive the proposed order.

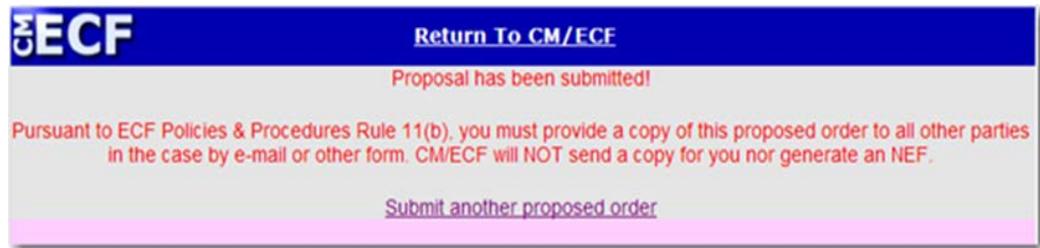Enter the submitting attorney's email address, case number and a brief comment.

Step 3:   Attach the proposed order by clicking the *Browse* button then *Submit Proposal*.

> Proposed orders **should not be filed** on the case docket **or combined** with *ex-parte* motions.
>
> Stipulations should only be filed if they contain the signature of a *pro-se* party, who is not an e-filer, pursuant to EDM Electronic Filing Policies & Procedures Rule 12(a)(i).

Step 4: A confirmation screen will appear stating the proposal has been submitted.

An email will also be sent to the e-mail address entered confirming submission. **No notices of electronic filing are sent.**

> ! A copy of the proposed order should be provided to all parties by the submitting attorney according to Rule 11 of the ECF Policies & Procedures.