

## Proposed and Stipulated Orders

1. *Stipulated Orders Encouraged.* Parties are strongly encouraged to obtain consent for routine matters, such as extensions of time on filing deadlines, discovery requests.
2. *Submission.* Stipulated orders must be submitted through the "Proposed Orders" function of CM/ECF:
  - a. On the blue header, hover over the option titled "Utilities"
  - b. Hover over the drop-down option titled "Proposed Orders"
  - c. Select "Submit Proposed Order"
3. *Format.* Proposed orders must be submitted in Word or WordPerfect format.
4. *Timing.* Parties should expect that a stipulated order will not be entered for one to two days after uploading, as the Court requires time to review and approve them.