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.