Stipulations and Proposed Orders

Parties must file a Proposed Order along with any Stipulation. Stipulations and Proposed Orders should not be e-filed. Rather, they should be submitted to Chambers through the Utilities feature of CM/ECF. Please see Rule 12 of the Electronic Filing Policies and Procedures for additional information regarding Proposed Orders. Submissions must be in Microsoft Word format. Additionally, Proposed Orders may not be submitted to the Court on the stationery or letterhead of any party or their counsel. Any Proposed Order so submitted will be rejected, and the submitting party will be required to refile a properly formatted Order.

Electronic signatures must conform to Rule 10 of the Electronic Filing Policies and Procedures. If either party is *pro se*, and that party is not an e-filer, then the *pro se* party's original wet signature must be on the stipulation.