

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.