

## **Procedures for Orders Submitted to Chambers – Division 37**

### **All Submitted Orders:**

E-filed cover letter: All proposed orders must be accompanied by an **e-filed** cover letter (the cover letter must have the filing stamp across the top) and must indicate that opposing counsel has reviewed and approved the form of the order when submitting to the Court for review. The cover letter (but not the proposed order) must be e-filed by the attorney with the Clerk.

Agreed/Unopposed Orders: If “agreed or unopposed orders” are provided, the title must indicate the substance of the proposed order in addition to the indication that it is an “agreed or unopposed order.” Please do not include the word “proposed” in the title.

Certificate of Service: Please be sure that the certificate of service on the proposed Order complies with the Rules of Civil Procedure.

Other useful information: The Court does not hold orders waiting for approval or objection. Please do not send proposed Orders to the Court until you have approval as to the form by opposing counsel.

**Proposed Orders where all parties receive e-service:** In addition to the above if all parties receive service through the statewide ePortal, the proposed Order(s) in **Word format**, (not PDF), along with a copy of the e-filed cover letter, may be emailed to [37orange@ninthcircuit.org](mailto:37orange@ninthcircuit.org).

**Proposed Orders where some parties receive service by U.S. Mail:** In addition to the above if any party receives service by U.S. Mail, then the proposed Orders and e-filed cover letter must be delivered in hard copy by U.S. Mail, overnight delivery, or hand delivery to chambers on the 20<sup>th</sup> floor. The Judicial Assistant will e-file the Order but if there is a party on the case that is not on the ePortal then the packet must be sent to chambers and must be accompanied by sufficient copies and stamped addressed envelopes for all parties not receiving the order by e-service.

Orders are processed as the Judge has time out of Court. If the Judge is out of the office, the Order(s) will be processed upon return in the order they were received. Additionally, there may be a delay if the JA is out of the office. If you want to know if a specific Order has been signed by the Judge, you should first check your e-service email as the Order may have been e-served. If not received by email, then check the Clerk’s system to see if it has been docketed before contacting the Judicial Assistant as she may not be able to track the signing of a specific Order due to the volume of Orders received by the Court.