SUBMITTING PROPOSED ORDERS TO THE COURT

- Submitted in Word or WordPerfect Version 5.1 or higher format.

  If using WORD:
  a. After you have completed your Word document, use the "**Save As...**" command under the "**File**" feature
  b. On the "Save As Type" drop-down box, go to the bottom of the list and select "**WordPerfect 5.x for Windows**"
  c. Save the document to your hard drive or local area network.
  d. If you are unable to use the "Save As" function, you can submit your proposed order in WORD format as long as it is in simple format, i.e. no line numbering, no footers/headers, or other complex formatting
  e. E-mail the proposed order to the court to addresses listed below

- Remove the signature line and date line for judge. The Judge will enter that information when the order is issued by the court.

- DO NOT SUBMIT PROPOSED ORDERS IN "pdf" FORMAT.

- **Naming convention of file:**   Case#_Judge's Initials_ORDER_Doc# of Motion
  - Do not place spaces in the title of your file name
    Example: CV05-123_BLW_ORDER_#32-Dismiss.wpd

- **Orders by Judge to:**
  BLW_Orders@id.uscourts.gov
  EJL_Orders@id.uscourts.gov
  LMB_Orders@id.uscourts.gov
  MHW_Orders@id.uscourts.gov
  VisitingJudgeOrders@id.uscourts.gov
  pro-se@id.uscourts.gov

- **Subject Line of E-mail:**   Case No., Judge's Initials & Document # of filed Motion
  Therefore Motion must be filed first.

- One Proposed Order per e-mail to court

- Types of pleadings requiring proposed Orders:

CIVIL

Application for entered default
Application for pro hac vice
Bill of cost - need blank bill of cost for costs to be taxed
Stipulation

Motions:

alter judgment	file amicus brief
amend	garnishment
atty fees under EAJA	hearing - (filer to submit a blank notice of hearing)
atty guardian ad litem	invest funds
clerk to enter default	issuance
consolidate cases	quash
continue	renew
default	retain
disbursement	seal
exceed	substitute atty
expert appointment	substitute custodian
extend time to answer	supplement
extend	

CRIMINAL

Stipulation

Motions:

amend	interim payment CJA
atty substitute	issuance of subpoenas
bond forfeited (gov only)	medical/psych exam
bond revoked (gov only)	modify conditions of release
continue	quash
dismiss count(s) (gov only)	return property
dismiss party(s) (gov only)	seal case
exonerate bond	seal document
expert appointment	self-surrender
extend	transcripts
handwriting exemplars	unseal case
	unseal document