

SUBMITTING PROPOSED ORDERS & SERVICE:

Our office efiles all civil orders with the clerk's office and then returns a conformed copy to all attorneys via the email address that is on file with the Clerk's office.

If both parties have counsel a proposed Order maybe sent to the Judge via uploading it to the eportal. Once signed by the Judge it will be sent back to the attorneys via efilng/email.

If one of the parties is pro se then the proposed Order should be sent to the Judge along with one additional copy and a self addressed stamped envelope to the pro se party only. We will mail the signed Order to the pro se party. We **do not** need an extra copy of the proposed order for any attorneys office or a self addressed stamped envelope. Please only provide envelopes and a copy of the proposed order to be conformed for Pro Se parties only.

revised 4/29/19