

PROPOSED ORDERS

Original pleadings, motions, affidavits, and notices should always be sent to the Clerk of Court, and **never** to the Judge's office. Only copies of those documents should ever be sent to the judge's office.

Do not submit one packet to the Clerk asking them to file your motion, make a copy of the motion and then forward the proposed order to the Judge's Office. This should be two different steps.

MOTIONS THAT REQUIRE A HEARING (including UMC hearings): For motions which require a hearing **please do not submit proposed orders for hearings in advance of the hearing.** After the hearing, and after you have conferred with opposing counsel about the language of the order, send to the judge's office the proposed order(s) with a cover letter **stating the date of the hearing** (*your proposed order should also contain the date of the hearing*) and indicating whether opposing counsel agrees with the language. **Do not state in the cover letter** words to the effect: *"By copy of this letter opposing counsel is requested to advise the court if there is an objection."* Instead, advise the court if there is an objection to the language (*proposed orders should not be submitted to the court without counsel discussing the proposed language with opposing counsel*).

If opposing counsel objects to the language, opposing counsel has 10 days from the date the proposed order is submitted to **deliver** (*not send*) to the court the alternate proposed order. If the alternate proposed order is not **received** by the judge's office within 10 days after receipt of the initial proposed order, the initial proposed order will be signed by the court.

AGREED OR STIPULATED ORDERS: Orders or judgments which the parties agree or stipulate should be entered by the court should state in the title of the order or judgment that it is "AGREED." Such proposed orders should be accompanied by a cover letter with a representation by the submitting attorney, as an officer of the court, that the proposed order or judgment has been agreed upon by all parties. The original proposed order should also be accompanied by sufficient copies for conforming and stamped addressed envelopes for distribution.

If an “agreed to” or “stipulated” order or judgment is submitted to the court to resolve a scheduled hearing (other than UMC calendars), make sure in the cover letter that Judge Conner’s judicial assistant is advised that the hearing is being cancelled.