

SUBMITTING PROPOSED ORDERS (Revised 7/6/2010)

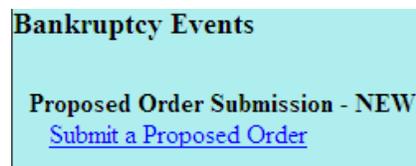
This section explains the procedures and requirements for submitting proposed orders to the court. All proposed orders are to be submitted to the court electronically **in Word or WordPerfect format** via a link in the CM/ECF system or through the **ECF Central** application for CM/ECF. Please do not email or send a paper copy by regular mail unless directed to do so.

Submitting Proposed Orders via CM/ECF

- In the CM/ECF system, click on the Bankruptcy heading located on the blue menu bar.

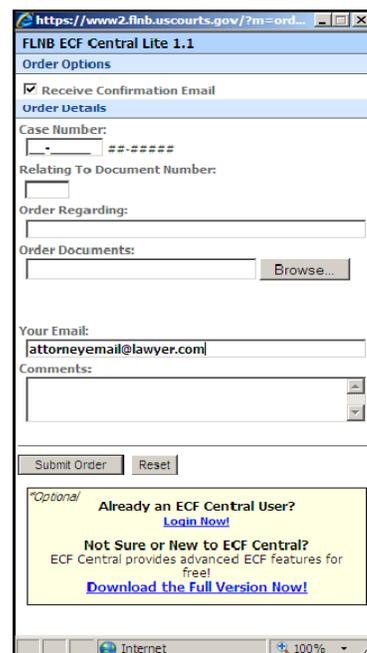


- Click on the link which reads "Submit a Proposed Order."



- The new link opens an order submission portal which sends proposed orders to the Clerk's Office using a module of the ECF Central tool bar created by court staff. You will need to make sure your pop-up blockers are turned off for the link to work. Complete the requested information including the following:

- Case number;
- Document number to which order is being linked;
- Description of document to which order is related;
- Return email address;
- Any comments you wish to submit about the order.



- Click on the "Submit Order" button.

History: From December 1, 2008 until April 1, 2009, proposed orders were sent to a single email in-box in Word or Word Perfect format. Prior to December 1, 2008, proposed orders were sent to separate email addresses for the Tallahassee and Pensacola offices, respectively.