

EMAIL GUIDELINES

Emails are answered in the order in which they are received.

To ensure efficient communication please follow these guidelines when emailing Division 22-B email: 22osceola@ninthcircuit.org

CC USAGE: Include ALL individuals in the CC filed to keep them informed

Attachments: If attaching files, clearly label them with relevant information (e.g., Cover Letter, Proposed Order)

CLEAR SUBJECT LINE

ORDER AFTER SHORT MATTERS (date of event)

ORDER AFTER HEARING (date of event)

PROPOSED AGREED ORDER

COMPETEING ORDER

CANCELLATION (date of event)

HEARING REQUEST

NOTICE OF SETTLEMENT (date of Pretrial and or Trial if any)

NOTICE FOR TRIAL

FOLLOW -UP (#1, #2 ...)

URGENT* - if your email is requiring immediate attention, please explicitly state **“URGENT” in the subject line.*

DIRECT INTRODUCTION: begin your email stating the purpose of this message clearly
Structured Content

CASE NUMBER: 2024-CA-001234-AN

PLAINTIFF(S): John Doe

DEFENDANT(S): John Doe II

SENDER'S FIRM NAME: John Doe

DOCUMENT(S)

ATTACHED:

1. Cover Letter
2. Agreed Order on Defendant, John Doe II, Motion to Continue Trial
3. Defendant, John Doe's II, Motion to Continue Trial (E-Filed 01/01/2025)

Electronic submissions are addressed in the order in which they are received when Judge Collins is not in court, preparing for hearings, or writing substantive orders. By submitting a document electronically, counsel acknowledges that the document will enter one of Judge Collins signing queues, which collectively receive hundreds of submissions weekly, and that review of the submission will not be immediate or fast.

If time is of the essence, counsel can **personally** present a proposed order to Judge Collins during the short matters docket conducted every Monday through Thursday between 8:30 and 9:00 a.m., except on dates noted on aiCalendar