

## DOCUMENT/ORDER SUBMISSION

The following modifies and/or supplements the instructions pertaining to submitting hearing documentation and proposed orders found in the Business Court Procedures.

### \*\*DOCUMENTATION FOR UPCOMING HEARING\*\*

Should be emailed to [43Orange@ninthcircuit.org](mailto:43Orange@ninthcircuit.org) 3-5 business days prior to the hearing, no sooner.

If a short matter hearing is coordinated for the next business day, documentation should be emailed by noon.

We are not able to access share files, zip folders, or links of any sort for security purposes. Please email all hearing documentation to [43orange@ninthcircuit.org](mailto:43orange@ninthcircuit.org). If size is an issue, documentation may be broken down and/or multiple emails may be used.

Judge Alvaro has requested that parties refrain from submitting hearing documentation in hard copy form or USB drive.

### \*\*PROPOSED ORDERS\*\*

Order Content:

1. Proposed Orders must be in the current version of Microsoft Word (**No PDF**) format when emailed to [43Orange@ninthcircuit.org](mailto:43Orange@ninthcircuit.org). The title of the Order shall have a full description of the motion and relief granted. The body of the Order shall state the date motion was filed and include page numbers.
2. The Order shall not include the word "Proposed". Order must be specific as to the relief sought (i.e. "Grant" or "Denied" is not sufficient).
3. Certificate of Service must include service methods to include those parties not participating in the E-Portal. **Counsel shall submit to the Clerk a Notice of Filing which states a copy of the signed order served to any parties not participating in the E-portal.**
4. The Judge's signature line shall **not start a new page**. "Done and Ordered" should also not begin the signature page. **All or a portion of the Order must appear above the Judge's signature.**

*Agreed Orders*

Agreed proposed orders should be submitted via email in word format with a cover letter that reflects agreement of the parties, has been e-filed and the e-filed copy provided with the proposed order.

The cover letter for proposed orders submitted after a hearing should advise the date the hearing took place and if the parties agree to the form of the order.

*Orders without agreement after hearing*

Pursuant to BCP 5.14, if the Court directed that a Party prepare a proposed order following a hearing, and the content of the proposed order is not agreed upon, a short matter hearing is required. The Court will not accept “dueling orders” unless specifically requested by the Court.