

PROCEDURES FOR USE OF DIVISION 46 EMAIL
AND
PROPOSED ORDERS SUBMITTED VIA DIVISION 46 EMAIL

Use of Division Email:

Attorneys and parties may NOT use 46orange@ninthcircuit.org to copy the court on emails or other communications between the parties or attorneys. This email address is to be used solely for communications with the court for purposes of submitting proposed orders to the court or otherwise submitting filed pleadings to the court, with appropriate cover letters. Objections to orders or other requests for the court to rule regarding a matter must be made in a pleading, not by an email. The court will not rule on matters raised through emails to 46orange@ninthcircuit.org instead of through filed pleadings.

Communications made through 46orange@ninthcircuit.org must be professional and courteous. Anyone who misuses the email to disparage opposing parties, counsel, or the Court may be prohibited by court order from further use of the division email address. Any communication through the division email that violates these provisions will be deleted from the 46orange@ninthcircuit.org and will not be forwarded to the judge.

All Submitted Orders:

E-filed cover letter: All proposed orders must be accompanied by an **e-filed** cover letter (the cover letter must have the filing stamp across the top) and must indicate that opposing counsel or the opposing party has reviewed and approved the form of the order when submitting to the Court for review. The cover letter (*not the proposed order*) must be e-filed by the attorney with the Clerk. Proposed orders that have not been agreed to by opposing counsel will not be accepted. In this instance, a hearing must be set for entry of the order. Please note: No response from opposing counsel is not considered an agreement to the order and will not be accepted.

Agreed/Unopposed Orders: If agreed or unopposed orders are provided, the title must indicate the substance of the proposed order in addition to the indication that it is an “agreed” or “unopposed” order. Please do not include the word “proposed” in the title.

Certificate of Service: Please be sure that the certificate of service on the proposed Order complies with the Rules of Civil Procedure.

Other useful information: The Court does not hold orders waiting for approval or objection. Please do not send proposed Orders to the Court until opposing counsel has agreed to the form of the order.

Proposed Orders where all parties receive e-service: In addition to the above, if all parties receive service through the statewide ePortal, the proposed Order(s) in **Word format**, (not PDF), along with a copy of the e-filed cover letter, may be emailed to 46orange@ninthcircuit.org.

Proposed Orders where some parties receive service by U.S. Mail: In addition to the above, if any party receives service by U.S. Mail, then the proposed Orders and e-filed cover letter must be delivered in hard copy by U.S. Mail, overnight delivery, or hand delivery to chambers on the 20th floor. The Judicial Assistant will e-file the Order but, if there is a party on the case that is not on the ePortal, then the packet must be sent to chambers and must be accompanied by sufficient copies and stamped addressed envelopes for all parties not receiving the order by e-service.

Processing of submitted orders: Orders are processed as the Judge has time out of Court. If the Judge is out of the office, the Order(s) will be processed upon the Judge's return in the order received. Additionally, there may be a delay if the JA is out of the office. If you want to know if a specific Order has been signed by the Judge, you should first check your e-service email as the Order may have been e-served. If not received by email, then check the Clerk's system to see if it has been docketed before contacting the Judicial Assistant as she may not be able to track the signing of a specific Order due to the volume of Orders received by the Court.