



FORMATTING INSTRUCTIONS FOR ELECTRONIC ORDERS

Electronic order processing requires the additional step of uploading the proposed order using the Order Upload event. The format requires 4 inches of blank space at the bottom of the order. Judges Walrath, Sontchi, Silverstein and Gross are utilizing electronic order processing for all orders filed in their cases, whereas Judges Carey and Shannon currently utilize electronic order processing only for pro hac vice orders. There is a variance in the formatting for these judges.

Pro Hac Vice

Local Form 105 is designed to be a single page order, however adding additional content will move the text onto additional pages. Judges Carey and Shannon continue to affix the signature on the first page of the order, requiring the blank space to be at the bottom of the first page. All other Judges, due to electronic order processing for all orders, affix the signature on the last page of the order. The blank space required for the signature stamp should be located on the bottom of the last page of the order.

Orders in business cases for Judges Walrath, Sontchi, Silverstein and Gross

All orders uploaded for electronic processing should consist of only the proposed order with any exhibits uploaded as separate attachments. There should be 4 inches of blank space at the bottom of the last page of the order with no signature nor date lines.