## Submission of Proposed Orders in Word Format

Pursuant to Administrative Order 25-MS-054, attorneys are now required to submit all proposed orders filed in the Court's Case Management/Electronic Filing System (CM/ECF) in Word format. Upon filing a proposed order in compliance with W.D. Mich. LCiv R 5.7(g) or LCrR 49.10(g), attorneys must also submit this same document in Word format through CM/ECF by adhering to the following steps:

1) Upon logging in, click on the "Utilities" tab from the list of menu selections.

2) On the next screen, click on the "Upload a Proposed Order (Word format)" selection.
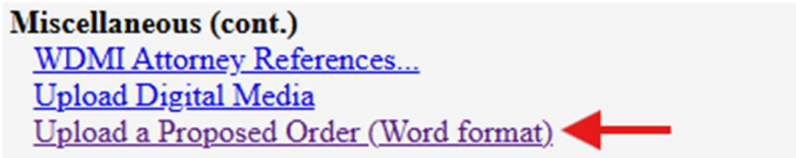
3) On the "Submit files" screen, submit your responses to the following requests (Submitted By, Email address, Case Number, and Case Caption are required):

Submitted By *

Name of the attorney submitting this to the court.

Enter a response

Email address *

Please include your email address so we can reach out if there are questions or issues.

Enter your email

Case Number *

Please enter a case number. Should appear similar to: 1:24-cv-1

Enter a response

Case Caption *

Please enter a case caption value. Should appear similar to: USA v. Example.

Enter a response

Reference Number (ECF No.)

If this file relates to an already filed document, enter the ECF No. of the related filing.

Enter a response

Purpose

Describe the file and why you are submitting this to the court. Example: Exhibit C to defendant Example's motion for summary judgment.

Enter a response

4) After submitting your responses, you can click on the "Select Files" box under "Upload files" to attach your document(s) or drag it into the box.

Upload files *

Drag and drop files

→ Select Files

5) If clicking on the "Select Files" box, you will be prompted to attach your document(s). PLEASE NOTE: You should only be attaching a proposed order(s) in <u>Word</u> format for a single case per submission. You should not be attaching any PDFs.

☐ Name

📄 Test Document ⬅

6) After attaching your document(s), the "Upload files" box will indicate your file(s) has been attached along with the size of your document(s).

Upload files *

📄 Test Document.docx	13 KB	✕
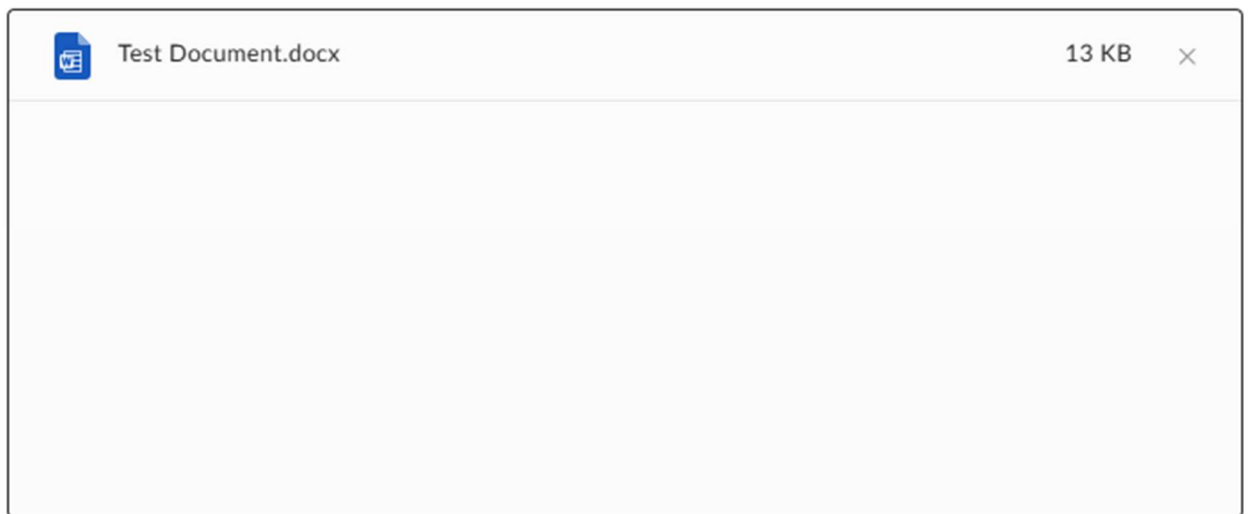
7) After submitting all your responses and attaching your document(s), you are now ready to hit "Submit" in the lower right-hand corner of your screen.

Add another file

➡ **Submit**

8) After hitting "Submit", you are finished when you receive the following message:

Success! Your file has been submitted.