

# Instructions for Successful Submissions of Proposed Orders

Proposed Orders must be created in the latest version of Word (.docx)

You must use the codes as pairs (e.g., JJJJ & DDDD for Judge's signature). Below are the required pairs.

- DDDD = Judge Signature Date/ JJJJ = Judge Signature
- MMMM = Mailing Date/ AAAA = Judicial Assistant Signature
- RRRR = Reported and Recommended Date/ GGGG = GM or JHO Signature
- CCCC = Service List

The codes must be all capital letters.

You must add all 4 letters for each field.

These codes should only be used once per line.

Since becoming more familiar with ICMS, we have come to find that there are additional nuances that should also be mentioned in conjunction with the DJMCA formatting listed above. For example:

Do not put spaces in front of the JJJJ, GGGG or AAAA. To move the signature fields to the preferred location you should only use the Right Alignment Button. Failure to do this will result in the signature(s) not adhering and possible rejection of your document.

Do not use page breaks or section breaks in your document. This causes blank pages to occur in the system. This will also result in the rejection of your document because the clerk's office cannot delete pages once filed. It will look as though a page of the filing is missing, even though it was only a blank page.

Do not insert memos, notes, or comments into your documents. Hidden formatting like this will show up in the system and is difficult to remove for the recipient. This can also result in the rejection of your document.

If a Proposed Order is submitted with errors, it will be sent back to the creator to correct.