

**7.0.2 Proposed Order.** A party filing a motion that does not require a supporting brief must e-mail a proposed order to the judge's chambers. See NECivR 7.0.1(a)(1)(B) (defining motions that do not require a supporting brief); NECivR 7.5 (sealed documents); NECivR 55.1 (default judgments).

- (a) **Method of Submission.** A proposed order should be e-mailed to the assigned judge at the address listed on the court's CM/ECF Web page, <http://www.ned.uscourts.gov/cmecf/training.html> > "Motions & Other Filings - Proposed Orders - Procedure." The order must be in a word processing and not a .pdf format. The subject line of the e-mail should identify the case name and number. Proposed orders may not be combined with an electronically filed motion into one document.
- (b) **Motion Filed Before Sending Proposed Order.** The motion must be filed before submitting the proposed order to the judge, and the proposed order must refer to the motion's filing number.