

12.2 Unopposed Motions. When all attorneys agree that a motion is unopposed, the motion should reflect the agreement. Unless excused by the presiding judge, when filing an unopposed motion the moving party must send a proposed order to the assigned judge's chambers by e-mail or, when necessary or appropriate, in paper form. The proposed order must state that the motion is granted and identify the relief granted.

- (a) **Method of Submission.** A proposed order should generally 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 format; judges do not accept proposed orders in .pdf format. The subject line of the e-mail should identify the case name and number. Proposed orders may not be combined with the electronically filed motion into one document.
- (b) **Filed Before Sending Proposed Order.** The motion must be filed before sending the proposed order to the judge, and the proposed order must refer to the motion's docket entry number.