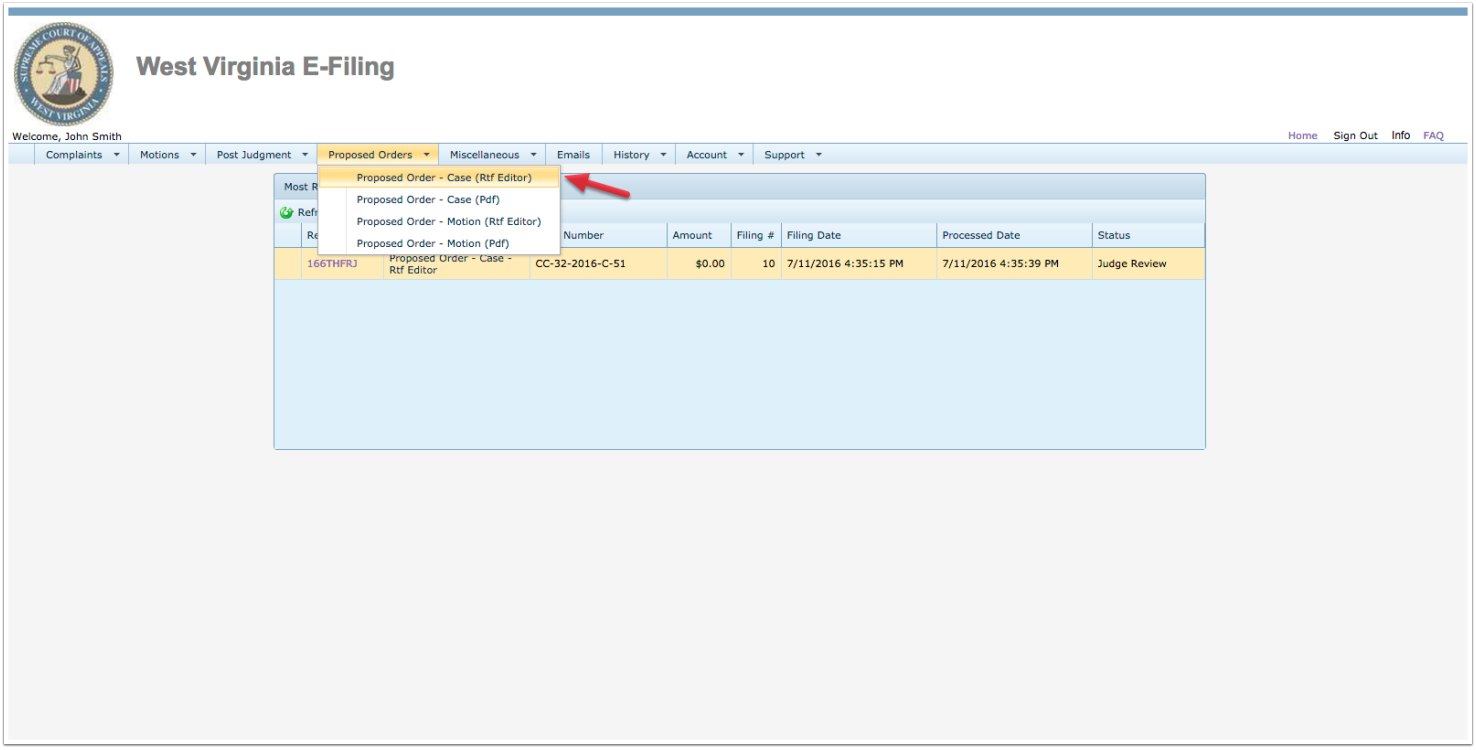
Proposed Order

Follow the directions below to file a Proposed Order

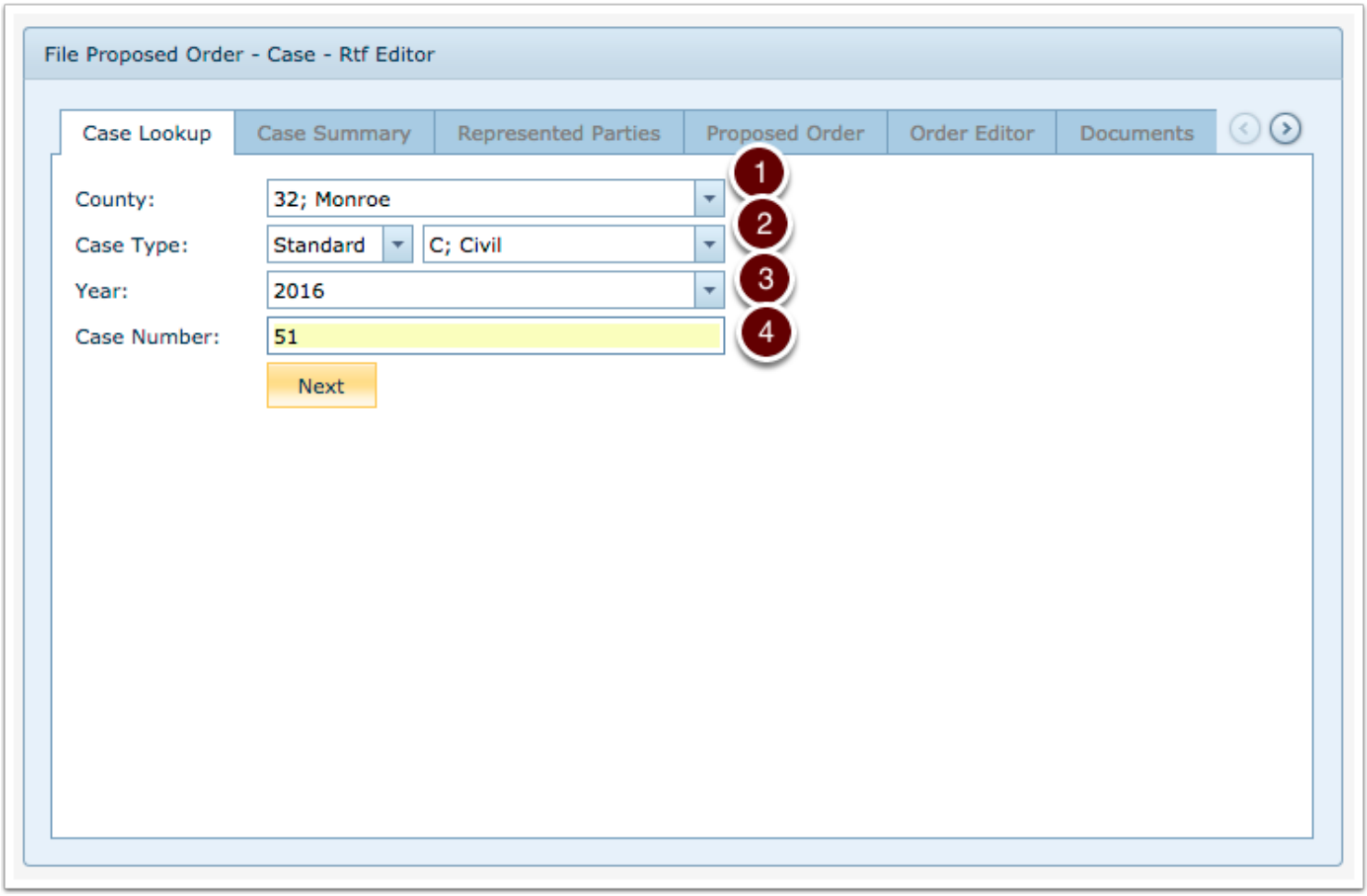
Once logged in

Select **Proposed Orders** > **Proposed Order Case (Rtf Editor)**



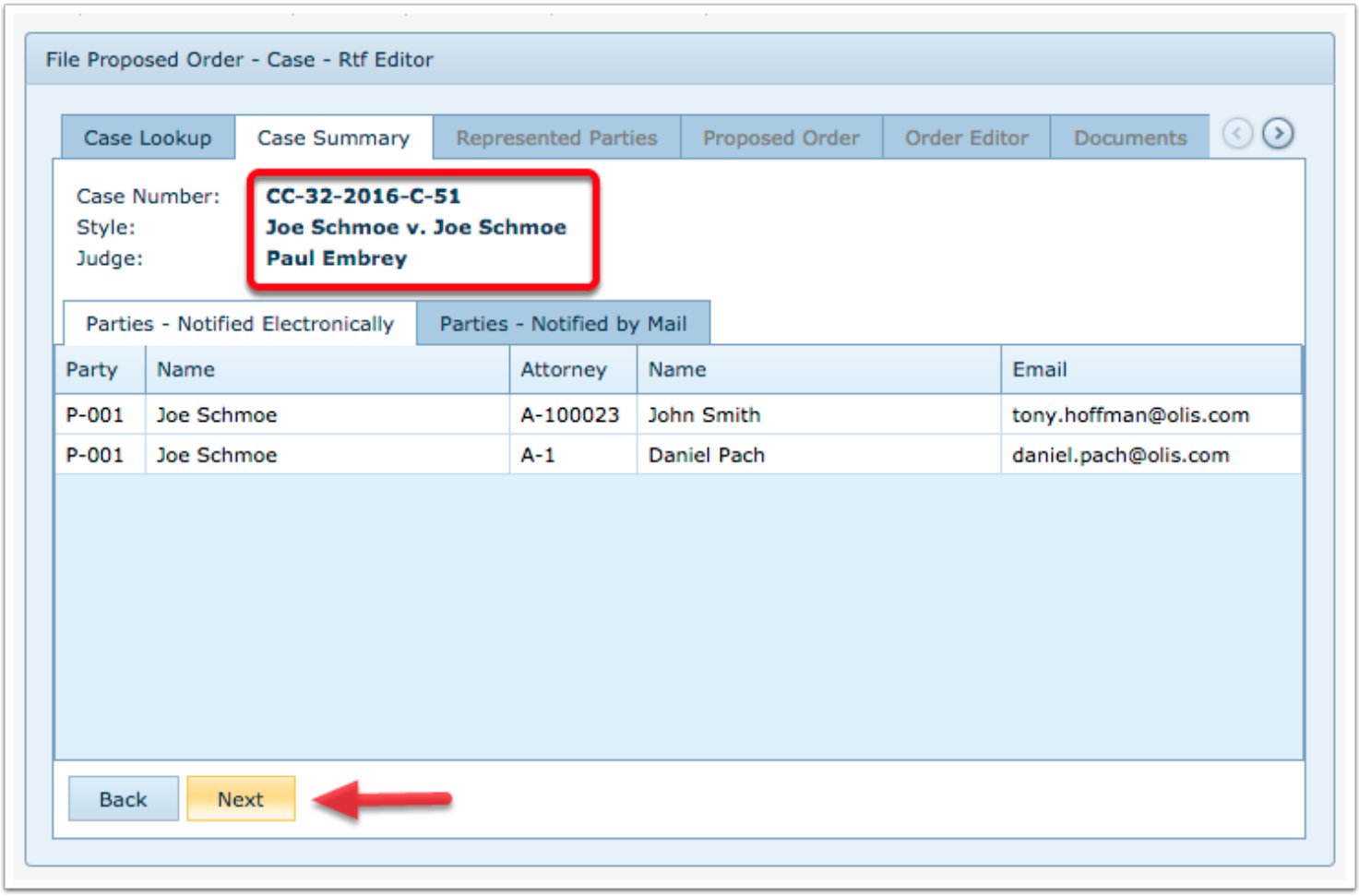
Begin by locating the case you wish to file in

Enter the requested information below, then select the **Next Button**



Once the case has been located and verified

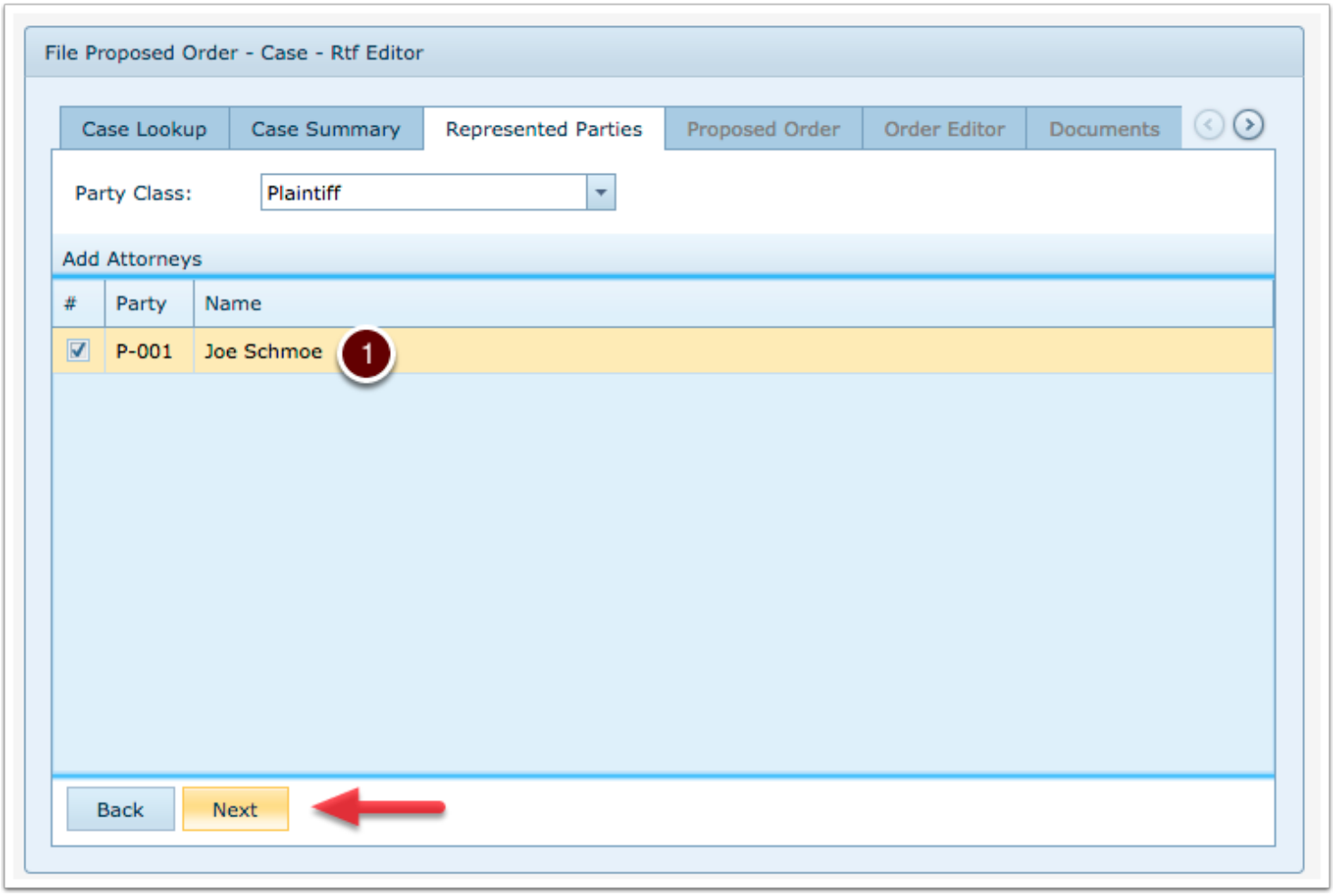
Select the **Next Button**



Select the party

This confirms that you are filing on behalf of the correct party

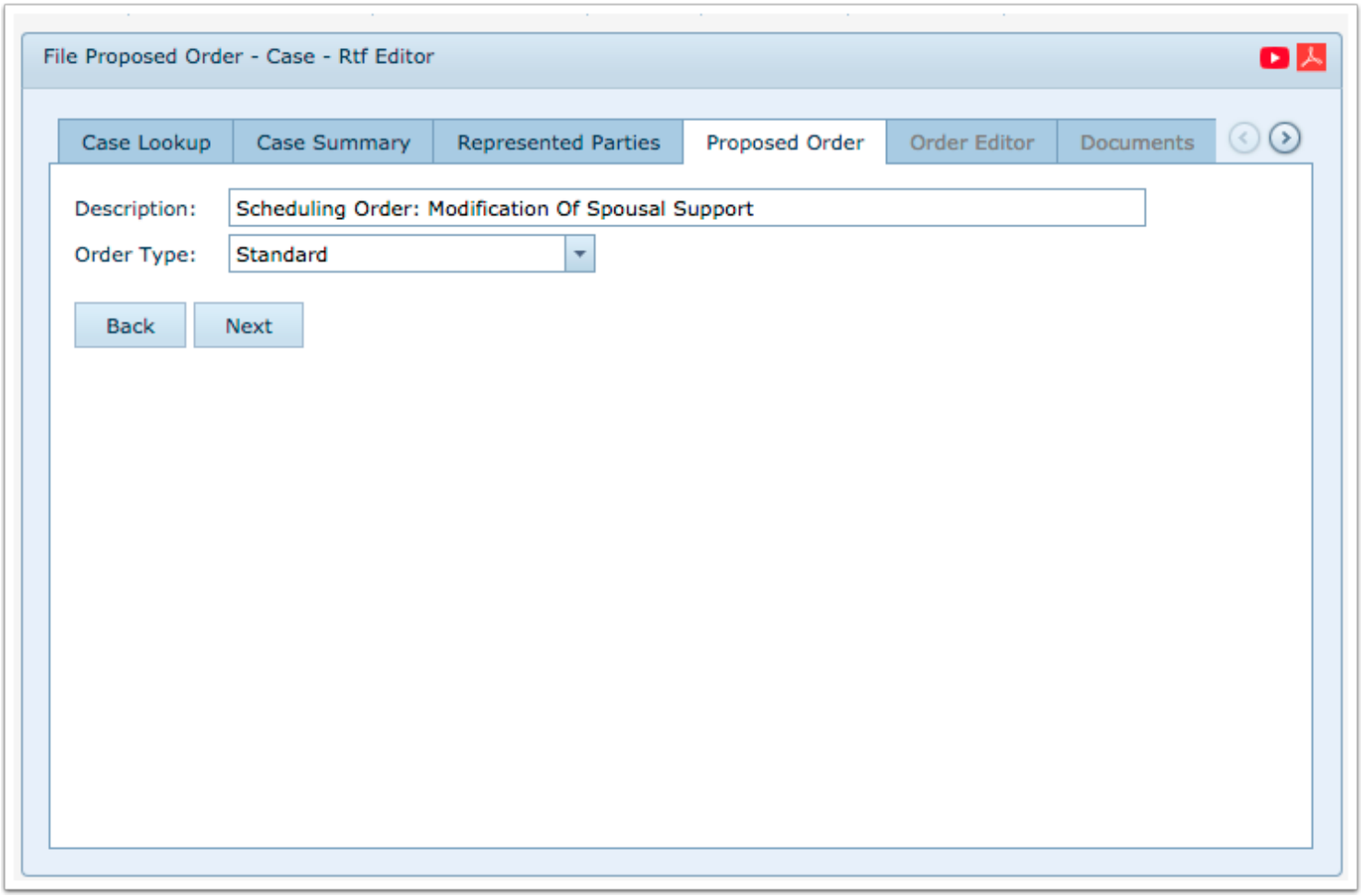
Select the **Next Button** to go to the next screen



Enter the Description for the Proposed Order

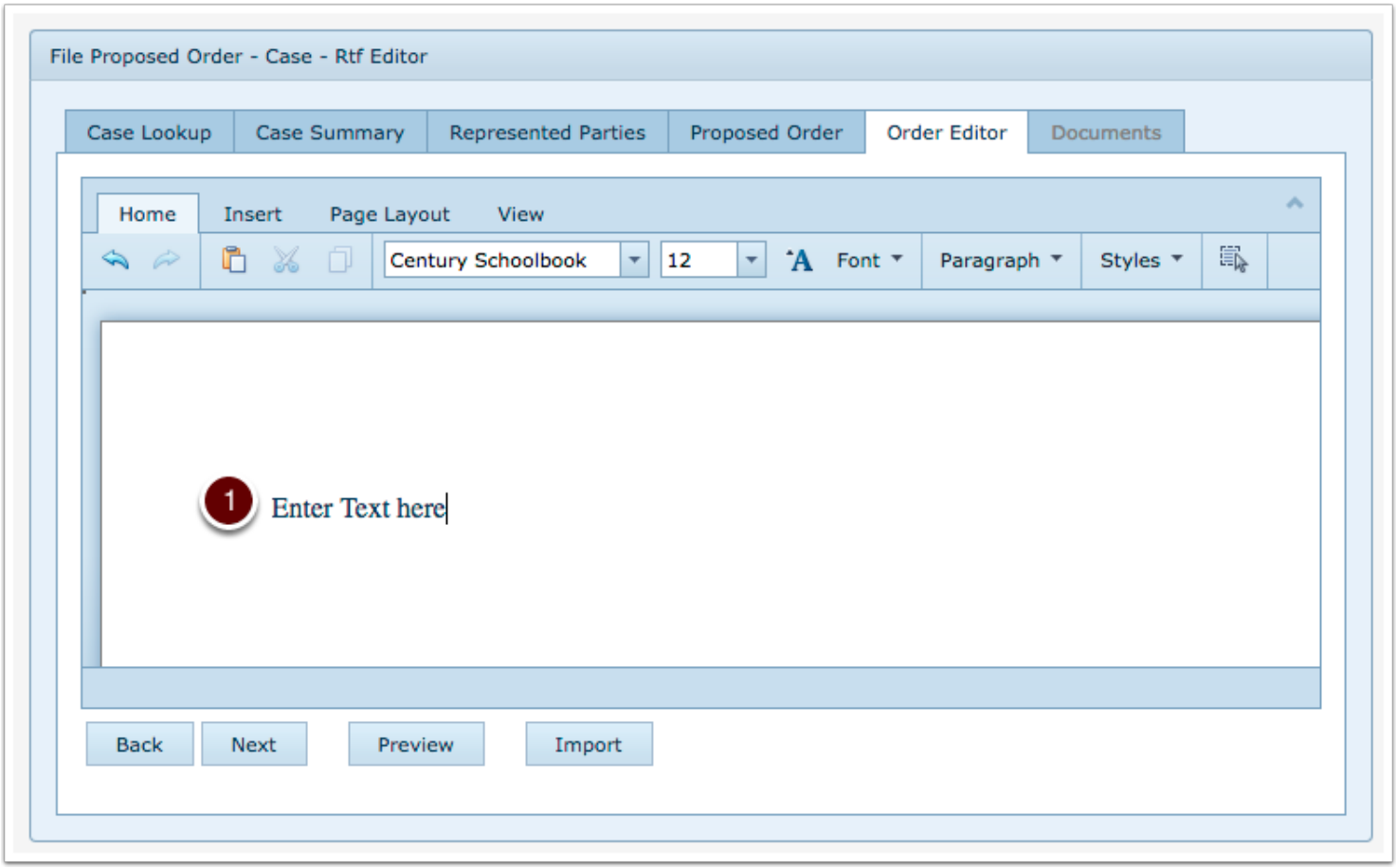
This description will be displayed on the Proposed Order as the title.

Select the **Next Button**



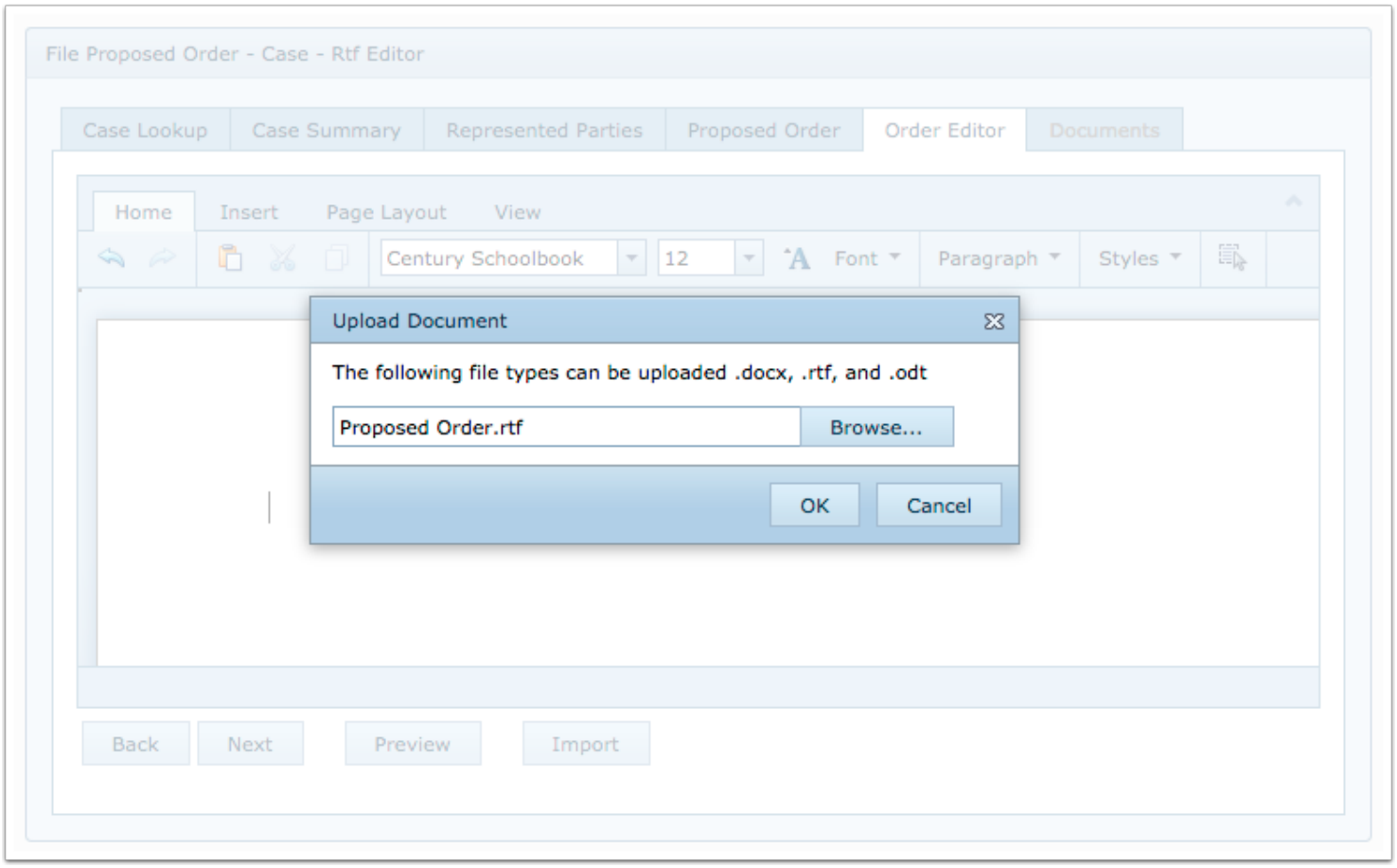
There are three ways to add the Proposed Order

Remember to only add the body of the order. The system creates the style for you! 1. Type the Proposed Order 2. Import a file. The system accepts 3 formats .docx, .rtf, .odt 3. Copy and Paste text into the editor - **To paste, you must use Ctrl+v**



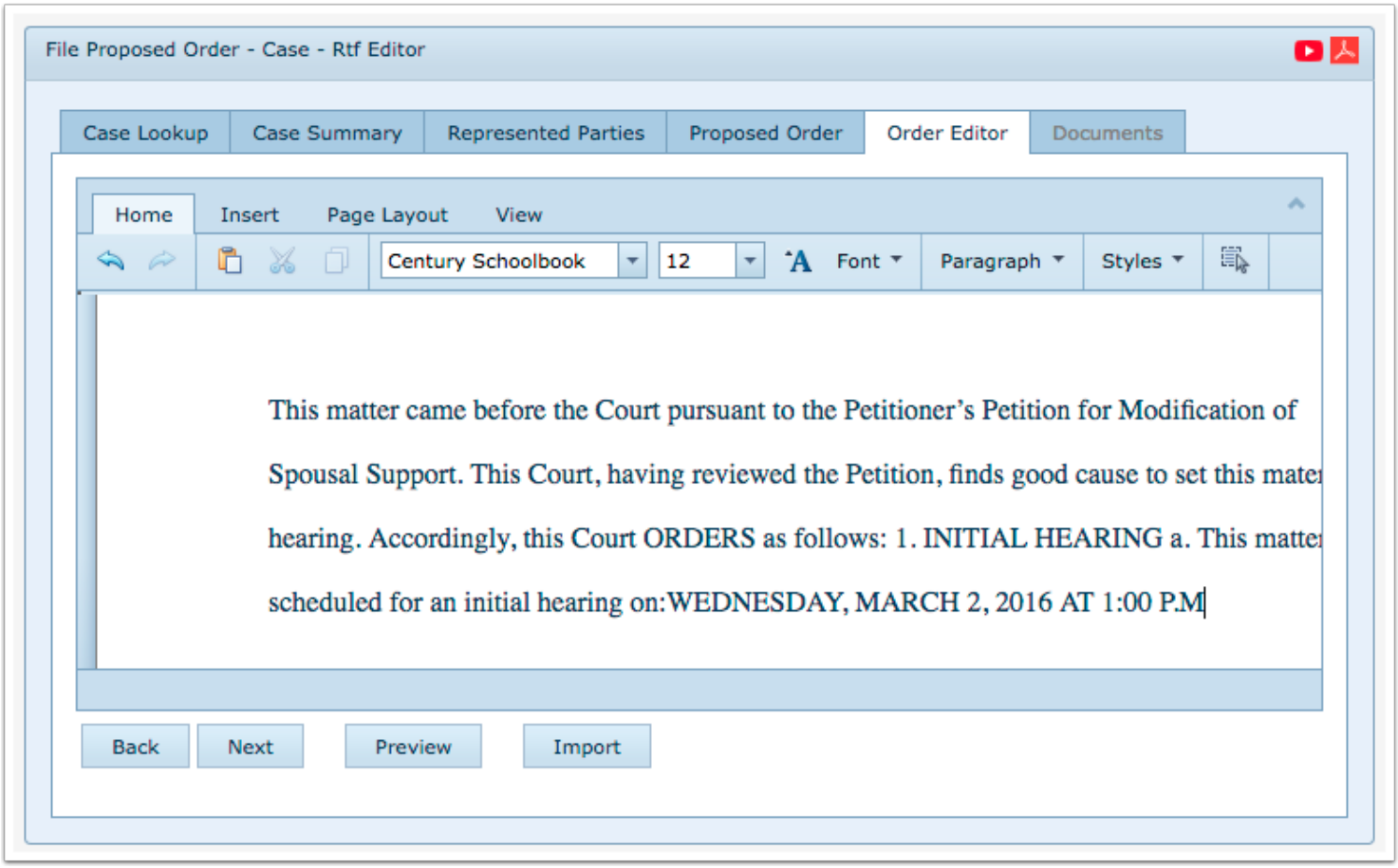
To import a file, select Import

Keep in mind the system only accepts the three file types: .docx, .rtf, .odt



Copy and Paste

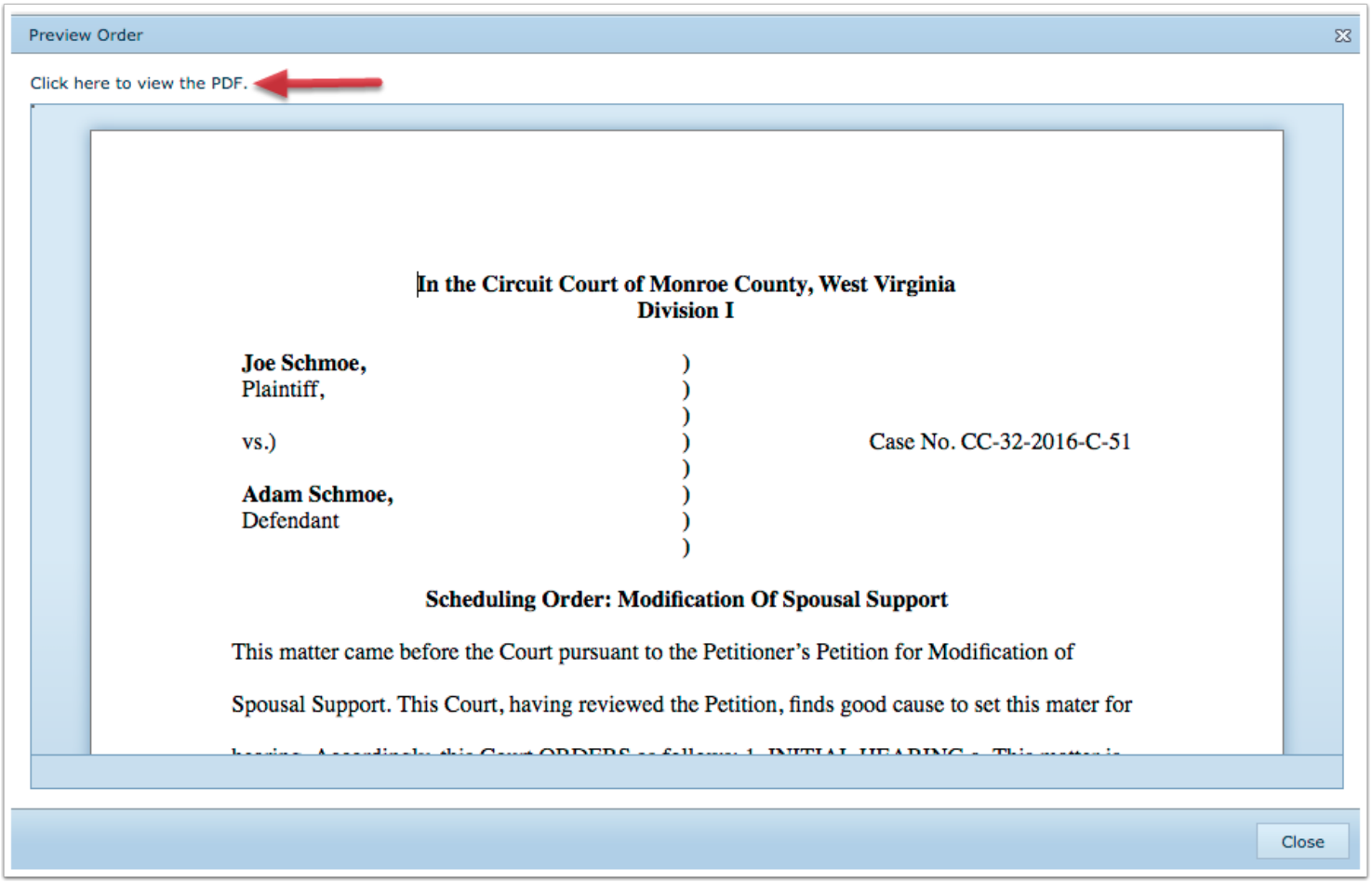
Remember, to paste into the editor, you must use **Ctrl + v**



Once your Proposed Order is complete

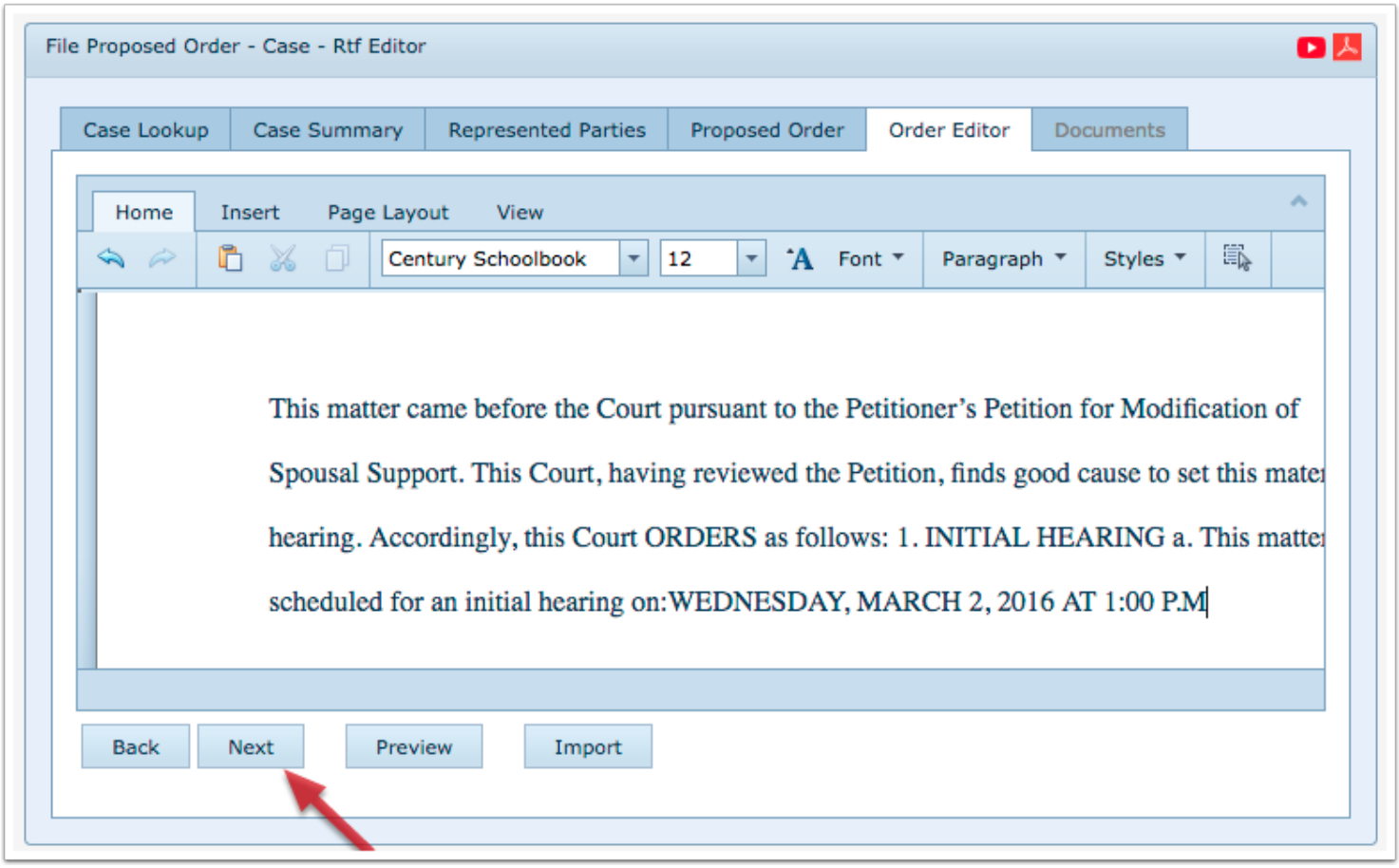
You can preview it to make sure it is exactly what you want. You can also preview it as a .pdf if you like.

Once you are satistifed, select the **Close Button**



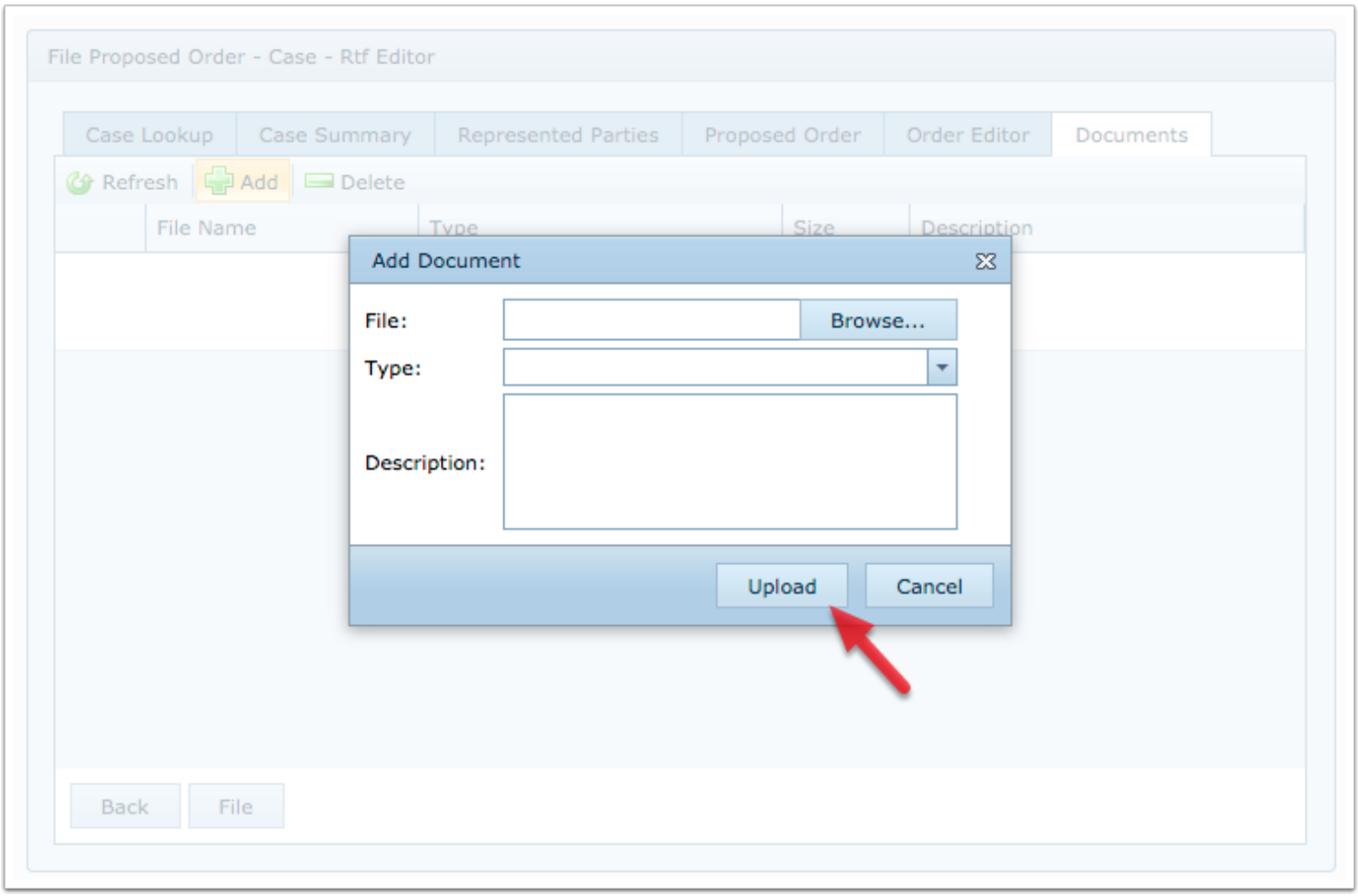
Once you are complete with the body of the order

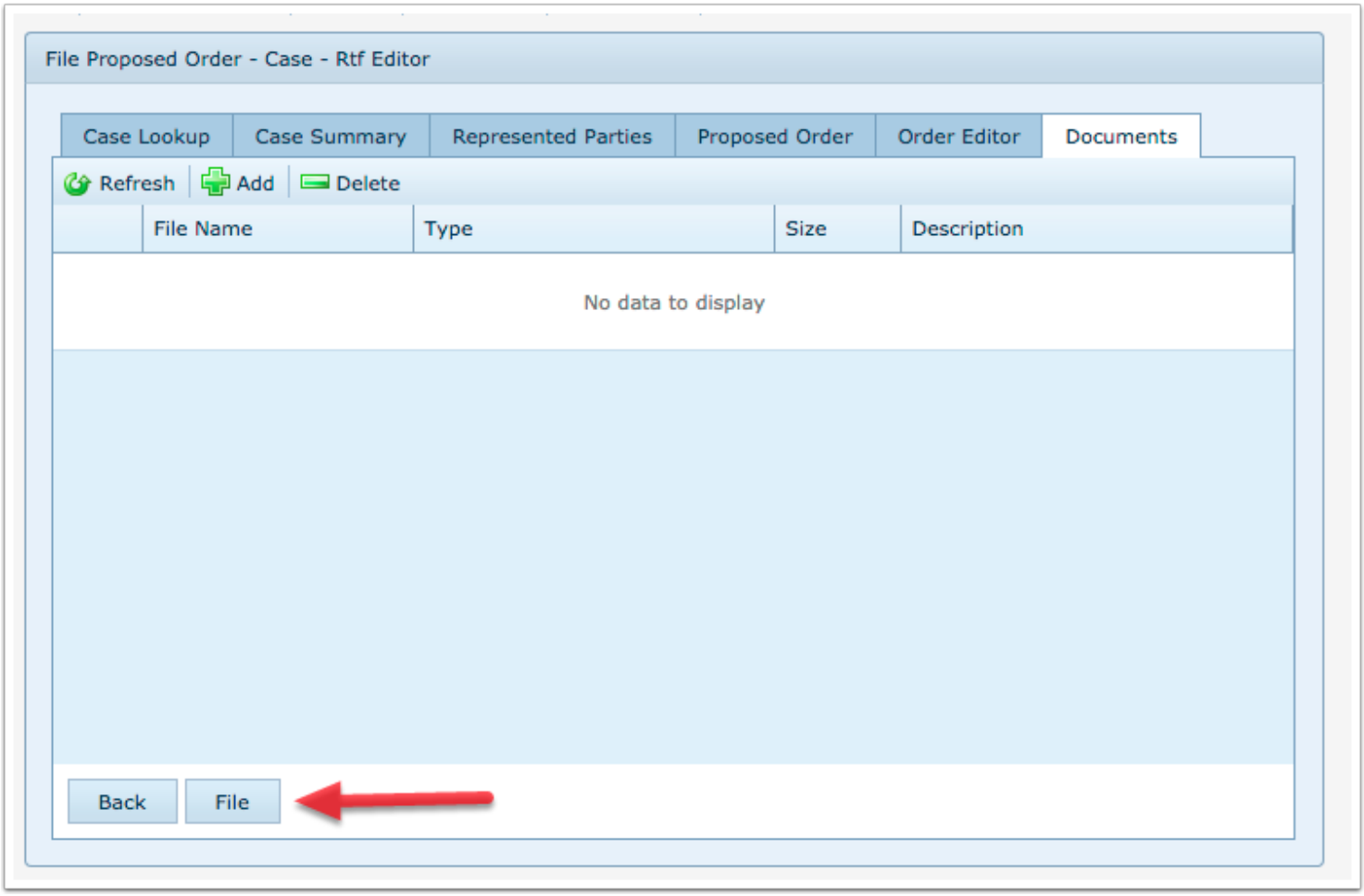
Select the **Next Button** to go to the final step.



The last step gives you the opportunity to upload any supporting documents

If you need to add supporting documents, they must be in .pdf format.



Now that each step has been completed

You are ready to file. Select the **File Button** and you are finished.