

## Proposed Orders & Calendar Requests

- ◆ When you need to submit a proposed order or calendar request to the Court, you must email them to:

**ECF\_Orders@akb.uscourts.gov**

- ◆ They must be sent as an attachment to the email and must be in a word processing form (i.e. WordPerfect or Word), **NOT** a pdf or txt file.
- ◆ Calendar Requests - title the subject of the email by indicating the case number and the words "calendar request".

Example - 01-00166 Calendar Request

- ◆ Depending on the type of order you are submitting, you must title the subject of the email accordingly.
  - ✓ If the order is for a hearing that has been held then indicate the case number and the hearing date:

Example - 01-00166 4/26/01 hrg

- ✓ If the order is for any other motion then indicate the case number and the motion it refers to:

Example - 01-00166 Motion for Relief From Stay