

## Proposed Orders Queue

Judges can attach signature within this queue.

(E-Flex Judicial Queue)

1. Submissions including documents that require the judge's signature will be automatically routed to the Proposed Orders queue after initial clerk approval. The queue entry will be automatically assigned to the judge on the case in FullCourt.
2. Go into the queues by selecting the "View Queues" button from the home screen. You can filter the queues to only include the entries within the Proposed Orders queue that are assigned to you by selecting "Proposed Orders" and your name in the "Assigned To" field and then selecting update, as shown below.

### My Queue Entries

DISTRICT COURTS

Filter By View Entries in:  Assigned To:  Review Date:

3. Attach a Signature Page – there are a few different ways to attach your signature to documents within the Proposed Orders queue.
  - A. To review the proposed order document, make changes as needed, and sign the document, all within the same action, follow the *"Sign through the Action Details screen"* instructions below.
  - B. To attach your signature to one or multiple documents, without reviewing the individual documents, follow the *"Sign through the My Queue Entries screen"* instructions below.
  - C. There are separate instructions for batch signing proposed orders that are first reviewed by an Administrative Assistant. Those instructions are titled, "Process for Judges Signing Proposed Orders after Review by Administrative Assistants".

### **A. Sign through the Action Details screen**

Within the Proposed Orders Queue, select the title for the filing you wish to review.

### My Queue Entries

DISTRICT COURTS

Filter By View Entries in:  Assigned To:  Review Date:

Number of entries displayed per page:

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Case Number	Tracking #	Days In Queue	Original Filer	Assigned To
<input type="checkbox"/>	683	Proposed Orders	<a href="#">PRO: Order - No Service Required Order for Immediate Possession</a>	Great Housing Company vs. Jake Morris	2013-LM-000037	3182	0	Lawrence Linn	David King
<input type="checkbox"/>	672	Proposed Orders	<a href="#">PRO: Order - No Service Required testing the filestamp date and time</a>	Frank Franklin vs. Ray's Thriftway	2013-LM-000013	3158	8	Lawrence Linn	David King
<input type="checkbox"/>	673	Proposed Orders	<a href="#">PRO: Dismiss Order to Dismiss for Douglas County</a>	Harold M Glasgow vs. no defendant	2013-CV-000029	1767	64	Lawrence Linn	David King

Once the case "Title" has been selected, the Action Details screen will open. Documents that were included within the same submission as the proposed order document will be viewable under the "Document Information" section.

To view the proposed order document, select the "View" icon under the New Docket Entry section.

Notes entered by the clerk are viewable by clicking the + sign next to "Note History".

The "My Signature" field will display the uploaded signature on the user account of the person logged into eFiling. If there are multiple signatures uploaded to the user's account, the signature marked as "Primary" will be displayed.

**Action Details**

Case Number	Court Location	Case Title	Case Type	Opened Date	Judge
<a href="#">2013-LM-000037</a>	FullCourt	Testing Great Housing Company vs. Jake Morris	Limited/Landord/Tenant - Unlawful Detainer		David King

**Document Information - Assigned To David King**

Document	File Date	Assigned To
<a href="#">MOT: Motion (Generic) Motion for Immedate Possession</a>	06-06-2016	David King
<a href="#">PRO: Order - Service Required Order for Immediate Possession</a>	06-06-2016	David King

**New Docket Entry**

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature	Request Signature	Sealed
			ORDSVR : ORD: Order -	Order for Immediate Possession	District Judge <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add Signature Page Note](#)

[Add Queue Entry Requiring Signature](#)

**Note from Filer: None**

**Note History:**

Date	From	To	Note
2016-06-06 11:03:36.196	DCT Admin Clerk		This is a note entered by the clerk for the judge.

**Note to Clerk/Court Staff:** Add Standard Text:

**Note to Filer:** Add Standard Text:

**OPTIONS TO PROCEED:**

**1. APPROVE AND SIGN WITHOUT MAKING CHANGES TO THE PROPOSED ORDER**

If you wish to approve and sign the proposed order as it was originally submitted by the filer, select the "Sign and Submit Document" Action option and then select the "Sign and Submit" button at the bottom of the queue.

NOTE: If you have more than one signature uploaded to your user profile and you wish to attach a signature other than the one marked as Primary, select the drop down arrow within the "My Signature" field to pick the one you would like to attach.

Notes added to the "Note to Clerk/Court Staff" field will go back to the clerk and appear in Clerk Review. Notes added to the "Note to Filer" field will go back to the attorney in the notification.

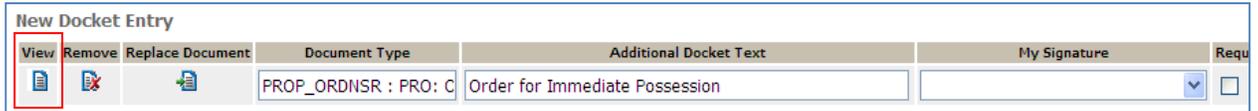
If you wish to add additional language to the signature page, select the "Add Signature Page Note" and enter the information into the pop up box.

The screenshot displays a web interface for managing legal documents. At the top, a table lists documents with columns for Document, File Date, and Assigned To. Below this is a 'New Docket Entry' section with a table containing columns for View, Remove, Replace Document, Document Type, Additional Docket Text, My Signature, and Request. A red box highlights the 'Add Signature Page Note' button. Below the table are two text input areas: 'Note to Clerk/Court Staff' and 'Note to Filer', each with a 'Select Predefined Note' dropdown. At the bottom, an 'Action:' section features radio buttons for 'Sign and Submit Document' (which is selected and highlighted with a red box), 'Decline to Take Action', 'Remove from Queue', and 'Reassign To'. A 'Sign and Submit' button is also present.

The filing will be removed from the Proposed Order Queue and will be sent back to Clerk Review. At this point, a signature page has been added to the order, but the file stamp will not be affixed until it has been approved through Clerk Review.

## 2. APPROVE AND SIGN AFTER MAKING CHANGES TO THE PROPOSED ORDER

The proposed order document content can be changed by the judge. Select the “View” icon next to the document. Make any changes to the document while it is open in the View window.



EXAMPLE:

Original Document Language

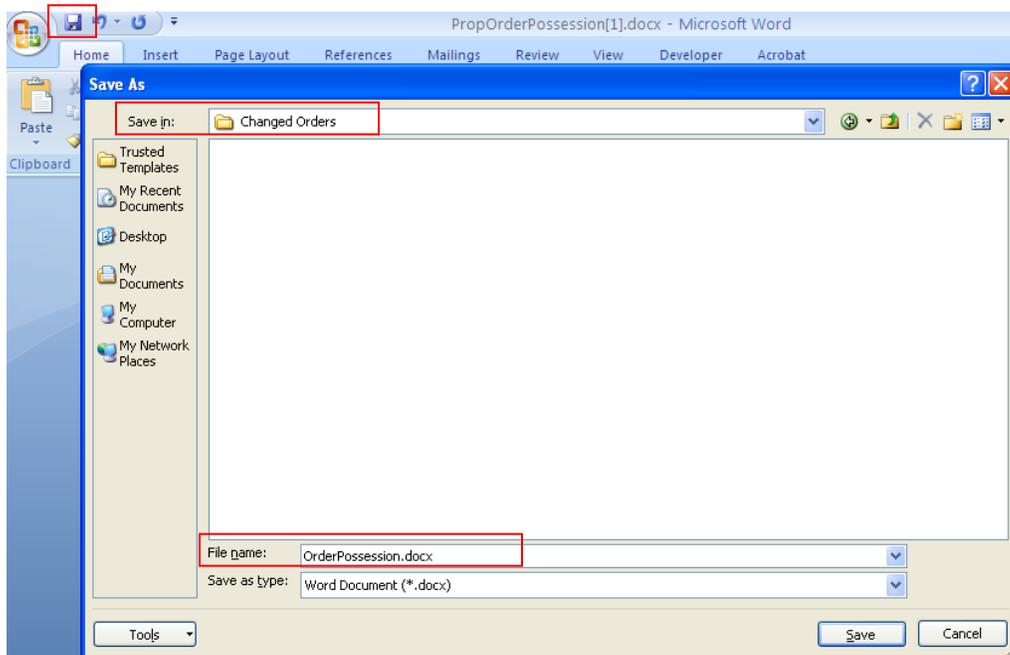
Test Document  
Proposed Order  
for  
Immediate Possession

Altered Language while in View

Order  
for  
Immediate Possession

Select “SAVE”. The Save As popup menu will appear. Select the location where you would like to save the newly revised document to. You can also rename the document at this time.

TIP: A suggestion would be to create a specific folder where you save all changed documents to so that you will be able to find them more easily when going back in to replace the original document in the next step.



Select the "Replace Document" icon next to the document you just made changes to.

The screenshot shows the 'New Docket Entry' window with a table of document entries. The 'Replace Document' button, represented by a document icon with a plus sign, is highlighted with a red box. The table has columns for 'View', 'Remove', 'Replace Document', 'Document Type', 'Additional Docket Text', 'My Signature', and 'Req'. The first row contains a document icon, a trash icon, the highlighted 'Replace Document' icon, the text 'PROP\_ORDNSR : PRO: C', a text box containing 'Order for Immediate Possession', a dropdown menu, and a checkbox.

Use the Browse button to locate the revised document you saved.

The 'Replace Document' dialog box is shown. It has a title bar 'Replace Document' and a section '\*Required Fields'. The 'Description:' field contains 'ORD: Order - No Service Required Order for Immediate Possession'. The 'Replacement File: \*' field is empty, and the 'Browse...' button next to it is highlighted with a red box. At the bottom, there are 'Cancel' and 'Replace Document' buttons.

Double click on the document once you have located it. It should then appear in the "File to Upload" field. Select the "Replace Document" button.

The 'Replace Document' dialog box is shown again. The 'Replacement File: \*' field now contains the path 'C:\Documents and Settings\mcginley\c\Desktop\Changed' and the 'Browse...' button is no longer highlighted. The 'Replace Document' button at the bottom is now highlighted with a red box.

Select the "View" icon next to the document. The document should now be the revised version. If you have attached an incorrect document, select the "Replace Document" icon again, browse to find the correct document, and replace it. You may also change the Additional Docket Text if you wish.

The screenshot shows the 'New Docket Entry' window. The 'View' icon, represented by a document icon with a magnifying glass, is highlighted with a red box. The table now shows 'ORDNSR : ORD: Order -' in the 'Document Type' column and 'Order for Immediate Possession' in the 'Additional Docket Text' column. The 'Replace Document' icon is also highlighted with a red box.

The filing may now be approved and signature added by selecting the "Sign and Submit Document" radio button and then select the "Sign and Submit" button at the bottom of the queue.

NOTE: If you have more than one signature uploaded to your user profile and you wish to attach a signature other than the one marked as Primary, select the drop down arrow within the "My Signature" field to pick the one you would like to attach.

Notes added to the "Note to Clerk/Court Staff" field will go back to the clerk and appear in Clerk Review. Notes added to the "Note to Filer" field will go back to the attorney in the notification.

If you wish to add additional language to the signature page, select the "Add Signature Page Note" and enter the information into the pop up box.

The screenshot displays a web interface for managing legal filings. At the top, a table lists documents with columns for Document, File Date, and Assigned To. Below this is the 'New Docket Entry' section, which includes a table with columns for View, Remove, Replace Document, Document Type, Additional Docket Text, and My Signature. A red box highlights the 'My Signature' dropdown menu, which is currently set to 'District Judge'. Below the docket entry table is a button labeled 'Add Signature Page Note'. The interface also features sections for 'Note from Filer: None', 'Note History: None', and two text input areas for 'Note to Clerk/Court Staff' and 'Note to Filer', each with a 'Select Predefined Note' dropdown. At the bottom, an 'Action:' section contains radio buttons for 'Sign and Submit Document' (which is selected), 'Decline to Take Action', 'Remove from Queue', and 'Reassign To:'. A red box highlights the 'Sign and Submit Document' radio button. Below the action section are 'Back' and 'Sign and Submit' buttons. Two black arrows on the left side of the interface point to the 'Note to Clerk/Court Staff' and 'Note to Filer' text input areas.

The filing will be removed from the Proposed Order Queue and will be sent back to Clerk Review. At this point, a signature page has been added to the order, but the file stamp will not be affixed until it has been approved through Clerk Review.

### 3. REJECT THE PROPOSED ORDER (DECLINE TO TAKE ACTION)

When there is a proposed order in the Proposed Order Queue that the judge does not wish to sign or grant, they have a “Decline to Take Action” option. This will send a NEF notification back to the attorney that the proposed order was rejected. Enter the reason the document is being rejected into the “Note to Filer” field.

Select the “Decline to Take Action” option, and select the “No Action” button at the bottom of the queue.

Document	File Date	Assigned To
<a href="#">MOT: Motion (Generic) Motion for Immediate Possession</a>	11-14-2014	David King
<a href="#">PRO: Order - No Service Required Order for Immediate Possession</a>	11-14-2014	David King

New Docket Entry

View	Remove	Replace Document	Document Type	Additional Docket Text	My Signature	Req
			PROP_ORDNSR : PRO: C	Order for Immediate Possession		<input type="checkbox"/>

[Add Signature Page Note](#)

Note from Filer: None  
Note History: None  
Note to Clerk/Court Staff: Add Standard Text:

Note to Filer: Add Standard Text:   
The proposed order has been rejected for the following reasons:  
1. Missing attorney signature  
2. Incorrect plaintiff

Action:  
 Sign and Submit Document  **Decline to Take Action**  Remove from Queue  Reassign To:  Queue

[Back](#)

The case is removed from the Proposed Order Queue. All attorneys on the case (that have an e-filing account) will receive a Courtesy NEF e-mail which will have the wording “Judicial Rejection” placed at the front of the Document Submitted title. The “Notes from the Court” will include the note from the judge explaining the reason for rejection.

\*\*\*\*\* IMPORTANT NOTICE - READ THIS INFORMATION \*\*\*\*\*  
NOTICE OF ELECTRONIC FILING [NEF]

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A filing has been submitted to the court RE: 2013-LM-000037  
Judge: Judge David King - Division KING

Official File Stamp: 11-14-2014:15:39:54  
Court: DISTRICT COURTS  
FullCourt Testing

Case Title: Great Housing Company vs. Jake Morris

Document(s) Submitted: Judicial Rejection Order for Immediate Possession  
Note from the Court: The proposed order has been rejected for the following reasons: 1. Missing attorney signature 2. Incorrect plaintiff 3. Incorrect defendant 4. so on and so on.....

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This notice was automatically generated by the courts auto-notification system.

The following people were notified electronically:  
Larry Linn for Great Housing Company

The following people have not been notified electronically by the Court. Therefore, they must be notified by traditional means:  
Jake Morris

#### 4. REASSIGN THE SUBMISSION

If you would like a different judge to review and sign a proposed order within the submission, you can reassign the queue entry to them.

Select the "Reassign To" radio button. Select "Proposed Orders" within the "Queue" drop down field, select the judge you would like it assigned to within the "Reassign To" drop down field, and then select the "Reassign Filing" button at the bottom.

A note to the person you are reassigning the entry to can be added in the "Note to Clerk/Court Staff" field.

Document Information - Assigned To David King

Document	File Date	Assigned To
MOT: Motion (Generic) Motion for Immediate Possession	06-06-2016	David King
PRO: Order - Service Required Order for Immediate Possession	06-06-2016	David King

New Docket Entry

View	Remove Replace Document	Document Type	Additional Docket Text	My Signature	Request Signature Sealed
		ORDSVR : ORD: Order -	Order for Immediate Possession	District Judge	<input type="checkbox"/>

Note from Filer: None  
Note History:

Note to Clerk/Court Staff: Add Standard Text:

Note to Filer: Add Standard Text:

Action:

Sign and Submit Document  Decline to Take Action  Reassign To:  Queue:  Date Deferred:

The "Assigned To" field in the queue entry will be changed to the judge it was reassigned to. That judge will receive a notification that a queue entry has been assigned to them.

My Queue Entries

DISTRICT COURTS

Filter By View Entries in:  Assigned To:  Review Date:

Number of entries displayed per page:

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Court Location	Case Number	Tracking #	Days In Queue	Original Filer	Assigned To	Division Number	Deferred Date
<input type="checkbox"/>	2962	Proposed Orders	PRO: Order - Service Required Order for Immediate Possession	Great Housing Company vs. Jake Morris	FullCourt Testing	2013-LM-000037	18729	0	Lawrence Test	James Fleetwood	KING	2016-06-06

**B. Sign through the My Queue Entries screen**

Within the Proposed Orders queue, on the My Queue Entries screen, check the box to the left of the document(s) you wish to attach your signature to and select the "sign" button at the bottom. If you wish to sign all of the documents, select the check box to the left of the "Queue Entry Id" header and all the queue entries will be checked.

The signature that will be attached to the document is the uploaded signature on the user account of the person logged into eFiling. If there are multiple signatures uploaded to the user's account, the signature marked as "Primary" will be attached.

**My Queue Entries**  
DISTRICT COURTS

Update Filter By View Entries in: Proposed Orders Assigned To: David King Review Date: Today's Items

Add Queue Entry Requiring Signature

Number of entries displayed per page: 50

<input type="checkbox"/>	Queue Entry Id	Queue	Title	Case Title	Court Location	Case Number	Tracking #	Days In Queue	Original Filer	Assigned To	Division Number	Deferred Date
<input type="checkbox"/>	2961	Proposed Orders	<a href="#">PRO: Order - Service Required Order for Immediate Possession</a>	Great Housing Company vs. Jake Morris	FullCourt Testing	2013-LM-000037	18728	0	Lawrence Test	David King	KING	
<input type="checkbox"/>	2945	Proposed Orders	<a href="#">PRO: Dismiss Order to Dismiss Testing Queue</a>	Mary Scott vs. The Juice Stop, et al.	FullCourt Testing	2016-LM-000066	18693	4	Lawrence Test	David King	KING	
<input type="checkbox"/>	2955	Proposed Orders	<a href="#">PRO: Recuse Testing Auto Assign in Prop Order queue to King</a>	Bill Jones vs. John Smith	FullCourt Testing	2016-LM-000046	18690	4	David King	David King	KING	
<input type="checkbox"/>	2956	Proposed Orders	<a href="#">PRO: Child Support Worksheet - Judge Signature Requested Child Support Worksheet</a>	George Washington, Petitioner vs. Mary Washington, Respondent	FullCourt Testing	2016-DM-000005	18689	4	David King	David King	KING	
<input type="checkbox"/>	2957	Proposed Orders	<a href="#">PRO: Order - No Service Required Order Approving Annual Accounting</a>	In the Matter of the Estate of Kimberly Wilson	FullCourt Testing	2015-PR-000013	18688	4	David King	David King	KING	
<input type="checkbox"/>	2613	Proposed Orders	<a href="#">PRO: Order - No Service Required Order Appointing Guardian Ad Litem</a>	In the Matter of the Estate of Adam Smith	FullCourt Testing	2016-PR-000002	17679	136	Lawrence Test	David King	KING	

1 2 >Next

Sign Assign task to myself Delete

The filing will be removed from the Proposed Order Queue and will be sent back to Clerk Review. At this point, a signature page has been added to the order, but the file stamp will not be affixed until it has been approved through Clerk Review.