

## How to Check the Status of a Proposed Order

This process provides step-by-step instructions on how to check the status of a proposed order that **you** have already uploaded in CM/ECF.

- STEP 1** Click the Reports hypertext link on the CM-ECF Main Menu.
- STEP 2** The **REPORTS** screen displays.
- Click on the **Proposed Order Query** hyperlink.
- STEP 3** The **ORDER QUERY** screen displays.
- Enter the case number in yy-nnnnn format, including the hyphen. To check the status of proposed orders for ALL cases, leave the case number field blank. However, you may want to enter a date range to limit the number of search results.
  - Select the boxes appropriate to your search.
  - Click **[Next]**.
- STEP 4** The **ORDER STATUS** screen displays.
- This screen will display information based on the parameters that were selected on the previous screen. The far right column will indicate one of three status types:
    1. Being processed: this indicates that the proposed order was uploaded successfully and is being reviewed by chambers.
    2. Docketed: this indicates that the order has been signed and entered on the docket.
    3. No Action Taken: this indicates there is an issue with the proposed order and an email notification will have been sent to the submitter of the proposed order stating the issue.