E-Orders: Check the Status of a Proposed Order

This guprovides step-by-step instructions on how to check the status of a proposed order that you have already uploaded in CM/ECF. You will not be able to query proposed orders submitted by other parties.

1. Click the Reports hypertext link on the CM-ECF Main Menu.
2. The **Reports** screen displays
    a. Click on the **Proposed Order Query** hyperlink.
3. The **Order Query** screen displays.
    a. 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.
    b. Select the boxes appropriate to your search.
    c. Click **Next**.
4. The **Order Status** screen displays.
    a. 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:
        i.   Being processed: this indicates that the proposed order was uploaded successfully and is being reviewed by chambers.
        ii. Docketed: this indicates that the order has been signed and entered on the docket.
        iii. 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.