

Creating Proposed Orders

Pursuant to Miscellaneous Order 5:04-mp-50007, all proposed orders and proposed notices must be submitted in a **revisable** format.

Proposed Order Guidelines are on our website. The Court **must be able to make revisions** and sign the document, if applicable.

When creating documents, please keep it simple with fonts, tables, and color (use black). Use the same font style and point size throughout the document.

Acceptable fonts are Arial, Courier, Times, and Times New Roman.

- Documents created in a word processing program should be **PRINTED** OR **PUBLISHED** to **.PDF** in order to be used by the court. To do this, create a document in a word processing program, and then click
 - “File”, “Print”, and select “Adobe” as the printer
or
 - “File”, “Publish to”, “Adobe”

Scanned Documents are NOT revisable!

Please **DO NOT SCAN** documents to .PDF!

