

Identify and Attach Proposed Orders

You must send a proposed order to the presiding judge using your own email system. If the proposed order relates to a matter that has been referred to a magistrate judge, send the proposed order to the appropriate magistrate judge and not the district judge.

Your proposed order must be in either WordPerfect or Word format, not PDF. (Note: Judge O'Connor requires WordPerfect format.)

Type in Judge's lastname_orders@txnd.uscourts.gov as the email address (or click on the appropriate hyperlink below). You must include the Case Number and Document Number of the Related Motion in the email subject line. Do not forget to copy opposing counsel.

For example, to send a proposed order to Judge Smith in case number 3:04-cv-1234, re: document 22, "Motion to Dismiss," use the following format:

From:	Your.Email.Address@somewhere.com
To:	smith_orders@txnd.uscourts.gov
cc:	E-Mail Address(es) of opposing counsel
Subject:	3:04cv1234 re: document 22 "Motion to Dismiss" (civil case) OR 4:06cr0088 (2), re: document 22, "Name of Motion" * (criminal case)

*If the motion is for continuance, the title of the motion must state what is being sought for continuance, i.e. Mtn to Continue Trial; Mtn to Continue Sentencing, etc. Also, a defendant's identification number must ALWAYS be used, i.e. (2), (1 & 3), etc.

U.S. District Judges	U.S. District Judges (cont.)	U.S. Magistrate Judges
fitzwater_orders@txnd.uscourts.gov robinson_orders@txnd.uscourts.gov cummings_orders@txnd.uscourts.gov mcbryde_orders@txnd.uscourts.gov solis_orders@txnd.uscourts.gov means_orders@txnd.uscourts.gov lindsay_orders@txnd.uscourts.gov	lynn_orders@txnd.uscourts.gov godbey_orders@txnd.uscourts.gov kinkeade_orders@txnd.uscourts.gov boyle_orders@txnd.uscourts.gov o'connor_orders@txnd.uscourts.gov fish_orders@txnd.uscourts.gov furgeson_orders@txnd.uscourts.gov	averitte_orders@txnd.uscourts.gov kaplan_orders@txnd.uscourts.gov stickney_orders@txnd.uscourts.gov koenig_orders@txnd.uscourts.gov ramirez_orders@txnd.uscourts.gov cureton_orders@txnd.uscourts.gov toliver_orders@txnd.uscourts.gov frost_orders@txnd.uscourts.gov roach_orders@txnd.uscourts.gov