Procedures for Submitting a Proposed Order in the Fourth Circuit

*** PLEASE be sure you are using one of the Proposed Order templates found on our website at https://www.jud4.org/Proposed-Orders-EFiling.aspx. Save these templates to your own PC and re-use them for all Proposed Orders you submit in the Fourth Circuit. Any Proposed Order received that does not include one of our templates will be subject to rejection by the Court. ***

1. Proposed Orders **MUST** be submitted in Microsoft Word .docx format (Word 2016 or newer).
2. A Cover Letter is also **REQUIRED**. Please submit a .pdf page as your Cover Letter with any details that would normally be given to the Judge/JA via email for the Proposed Order (Ex: Stipulation agreed upon by both attorney's). This Cover Letter will be uploaded to the portal as a separate document from your Proposed Order.
3. The corresponding Motion **MUST** be filed along with the Proposed Order and Cover Letter. This Motion must be attached behind the Cover Letter as a combined single document before being uploaded to the E-Portal.
4. Proposed Orders in the Fourth Circuit **MUST** include DJMCA formatting.
   A. DJMCA Format: DJMCA is how ICMS (Judicial Bench-viewer) knows where to place a signature, signature date or other code details such as the service list. Please be sure to place the codes in the proper position on the Proposed Order. For example, be sure the DJMCA code for Judge's signature is right justified at the bottom of your Proposed Order just as a usual signature would be.
      a. You must use DJMCA codes in pairs (e.g., JJJJ & DDDD for Judge's signature).
      b. The codes **MUST** be in all CAPITAL LETTERS.
      c. You must add **ONLY** 4 letters for each field.
      d. These codes **MUST ONLY** be used once per line. Two codes per line will not work.

DJMCA Codes in Pairs:

- DDDD = Judge Signature Date
- JJJJ = Judge Signature

PROPOSED ORDER DOCUMENT FORMATTING GUIDELINES

*** Failing to abide by any of the following formatting guidelines will subject your Proposed Order to rejection by the Court ***

Proposed Order Document:

- The Proposed Order must be a Microsoft Word Document (.docx).
- Once the Judge signs the Proposed Order electronically, all Proposed Orders are required to be converted to a PDF/A compliant document for E-Filing by the E-Portal. Therefore, check and save your Word document as a PDF to see if there are any potential formatting issues that need addition. This includes any of the DJMCA codes).
- Plain text must be used; Any additional formatting like TEXT boxes, macros, formulas, Word field codes, etc., could present an issue for the Judge when signing electronically.
- If you or your system is using any system or application to bulk generate Word documents, please check all hidden fields or special characters by clicking the "Show/Hide" button in Word to discover hidden characters like spaces, paragraph markers or hidden tab marks.
- Your Word document should be completely void of any page breaks, line breaks and section breaks, as they pose a significant risk for PDF/A conversion and electronic signing.
- If you are submitting multiple Proposed Orders within a single filing, each order MUST be uploaded as a separate document on the E-Portal.
- All Proposed Orders MUST include the Unified Case Number (UCN).
- Be sure NOT to include or attach any exhibits to your Proposed Order as it will present an issue for the signature and PDF/A conversion process.
- When working from the templates we have provided to you on our website, please keep in mind the DJMCA code for Judge's signature will be replaced by a signature that will occupy 4 lines. Keep your formatting such that the signature does not land on a page by itself.
- Please be sure your Proposed Order is void of ANY images.