



**U.S. DISTRICT COURT**  
**WESTERN DISTRICT OF NORTH CAROLINA**

**CYBERCLERK**  
**SUBMITTING PROPOSED ORDERS**

[February 1, 2021] Revised

# INTRODUCTION

All proposed orders should be submitted to the Court in Word format via CyberClerk with the exception of consent orders and consent judgment of forfeitures, which include a defendant’s signature. A copy of the proposed document may also be attached to a referenced motion in PDF format and properly identified.

## SUBMITTING A PROPOSED ORDER

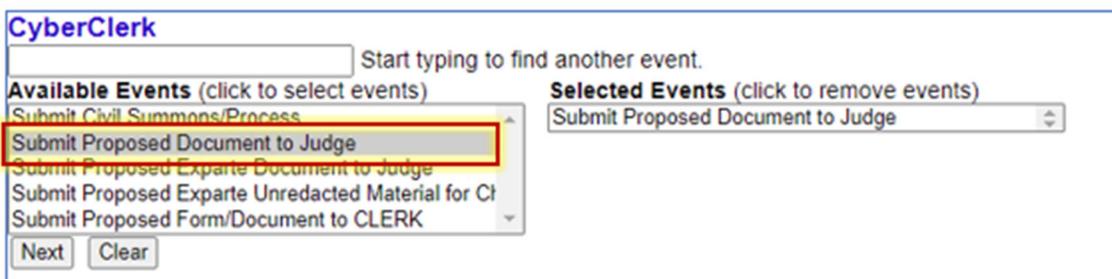
To submit a proposed order using ECF, log into the system.

Click **[CIVIL]** or **[CRIMINAL]** on the blue menu bar at the top of the CM/ECF Screen.

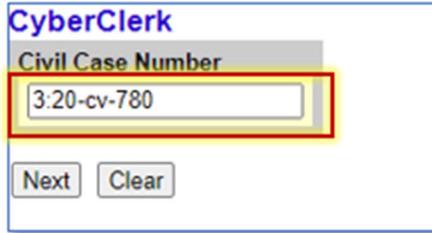
Select **[Submit Document to Court]** under the CyberClerk category.



Select **[Submit Proposed Document to Judge]** from Available Events



Enter **[Case Number]**



CyberClerk  
Civil Case Number  
3:20-cv-780  
Next Clear

Click **[Next]** and **[Next]** again

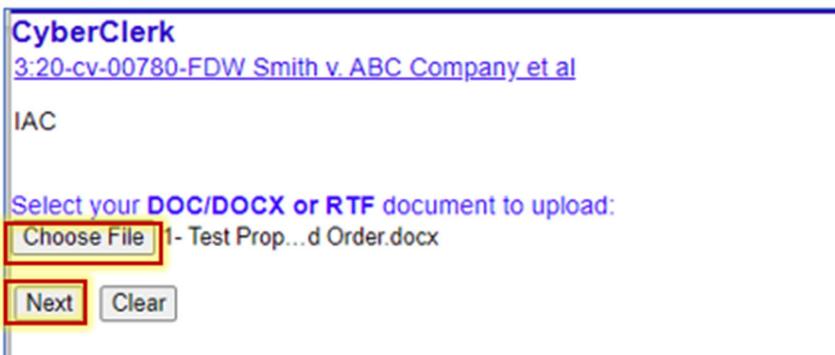


CyberClerk  
[3:20-cv-00780-FDW Smith v. ABC Company et al](#)  
IAC  
Next Clear



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IAC  
Next Clear

Select **[Choose File]** and you will be able to select the **Word version** of your proposed order from wherever it is stored on your system. Select **[Next]**.



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[3:20-cv-00780-FDW Smith v. ABC Company et al](#)  
IAC  
Select your **DOC/DOCX** or **RTF** document to upload:  
Choose File 1- Test Prop...d Order.docx  
Next Clear

You will now select which case document your submission refers to: **[Check]** the box for the motion your proposed order relates to or if no motion is related **[Check]** the complaint. Select **[Next]**.

**CyberClerk**  
[3:20-cv-00780-FDW Smith v. ABC Company et al](#)

IAC

Select which case document your submission refers to:  
Select the appropriate event(s) to which your event relates:

12/04/2020 [20](#) RESPONSE in Support re [14](#) MOTION for Summary Judgment by Wells Fargo Bank, N.A.. (Attachments: # [1](#) Exhibit 1 - Zerulik II Declaration)(Smith, Frederick)

12/11/2020 [21](#) **ORDER granting in part and denying in part [14](#) Motion for Summary Judgment. Trial in this matter is hereby continued from January 4, 2021, to the Courts March 1, 2021, trial term. Signed by District Judge Frank D. Whitney on 12/10/20. (clc)**

12/11/2020 Set/Reset Pretrial Order Deadlines: Jury Trial set for 3/1/2021 09:01 AM in Courtroom, 401 W Trade St, Charlotte, NC 28202 before District Judge Frank D. Whitney. (clc)

02/01/2021 [22](#) MOTION to Continue Docket Call/Trial by Adam Smith. Responses due by 2/16/2021 (Attorney, T)

The next screen will provide you a box that a message can be entered, however, a message is **NOT REQUIRED**. Select **[Next]**.

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Enter your email message below::

A message may be typed here but IS NOT required

Answering Y to the prompt will submit the proposed document to all Judges assigned to the case and all primary attorney email addresses. Select **[Next]**.

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IAC

Answering **Y** to the prompt below will immediately submit this document to *All* parties in this case.

Submit attached document to All parties? Y/N

Answer "Y" to submit

The proposed document was successful.

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IAC

The email message (with attachment) was successfully submitted to all parties listed below:

T Attorney  
Judge Frank Whitney  
attorney3  
T Attorney  
test attorney2

You should receive your confirmation email soon. This transaction is now complete.

