Electronic Orders are now available in Courtroom 2016

1. On the Call List of a Courtroom computer, click the “Refresh” button.

2. Select your case on the Call List. Then click the “Civil Orders” button to create a new order, or double-click an existing order that was “Saved Incomplete”.

3. From the Civil Order list, check the type of order required (Action, Blank, and Rule to Show Cause are currently available) and click the “OK” button. Use “Action Order” when setting a future date, use “Blank Order” when not setting a future date.

4. Enter your order information: **(Viewing size can be controlled by “Ctrl” “+/-“)**
   - Judge: type the first letter(s) and choose from the selections.
   - The Date/Time of a continue date must be valid for the court calendar.
   - All text entered in the text window will appear on the generated order.
   - Scroll down (if necessary) to complete the “prepared by” section. Type in your Attorney ID and press the Tab key, and all info on file will be autofilled.

5. PRINT PREVIEW to see the generated order. A preview will be generated even if the order is incomplete or if information is invalid.

6. SEND the order to the judge for signature. At this time all information is validated. When the order has been successfully sent, you are returned to the Call list. Click the “Refresh” button and your order will be shown below the case with a status of “Submitted” (awaiting the Judge’s review).

7. Once the Judge has signed the order, the order will be shown below the case with a status of “Complete”, and a copy will be available for pickup at the Law Division Reception window.

8. If the order has a status of “Returned”, the Judge will advise you what modifications are required before resending.