

FILE STAMP PROCEDURES

- File stamp each separate document in the top right corner of the document.
- If the document is a motion and order combined on same page, file stamp in the top right corner of the document.
- Proposed ORDERS that are not combined with a motion, do not file stamp front of order. You may file stamp on the back of the proposed order for reference as to when the order was filed.

Be sure to initial before submitting document through Court Clerk window