



United States Bankruptcy Court
Middle District of Florida, Orlando Division
135 West Central Boulevard, Suite 950
Orlando, Florida 32801

Memorandum from Nola Russell
Supervisor, Judge Briskman's Case Management Team

DATE: February 12, 2004

TO: Electronic Filers

SUBJECT: **ELECTRONIC FILING OF PROPOSED ORDERS FOR JUDGE
BRISKMAN**

- All proposed orders may be submitted electronically by filing users of the Court's CM-ECF Operating System, who have been issued logins to the system, to ecf.briskman@flmb.uscourts.gov for Judge Briskman's consideration.
- Orders must be generated in Word or Word Perfect, with 12-point, Times New Roman Font, justified right margin, a 2 inch space for the signature, and converted to PDF for attachment to the e-mail.
- The subject line of the e-mail must include the case number and name of pleading.
- The proposed orders should include the case number and name of pleading:
E.g.: 6-04-bk-0000 – Order Granting Motion for Relief from Stay
- We hope these procedures are simple and will save you and your staff additional time.