ORDER QUERY REPORT

The Order Query Report is available to all users to check the status of an uploaded order. Attorneys can review proposed orders pending in individual cases. As long as an order appears on this report there is no updated information available. You should not submit a duplicate order or contact the court for additional information. When the order drops from this report it will either be docketed or the Clerk's Office will contact you via e-mail with further details.

To access the Order Query Report:

1.   Click on **Reports** from the CM/ECF blue tool bar.

2.   From **E-Orders Reports**, select **Order Query**

3.   Enter the **Case Number** and click on **Next**

4.   All pending orders that match the search criteria will be displayed. Hyperlinks allow the user to view the docket sheet of the case, the document the order was related to, if applicable, and the image of the order which was submitted.

5.   The **Status** column displays **Being Processed** which indicates the order is being reviewed within the Court.

If you have any additional questions, please contact the CM/ECF Help Desk at 1-866-232-1266.