

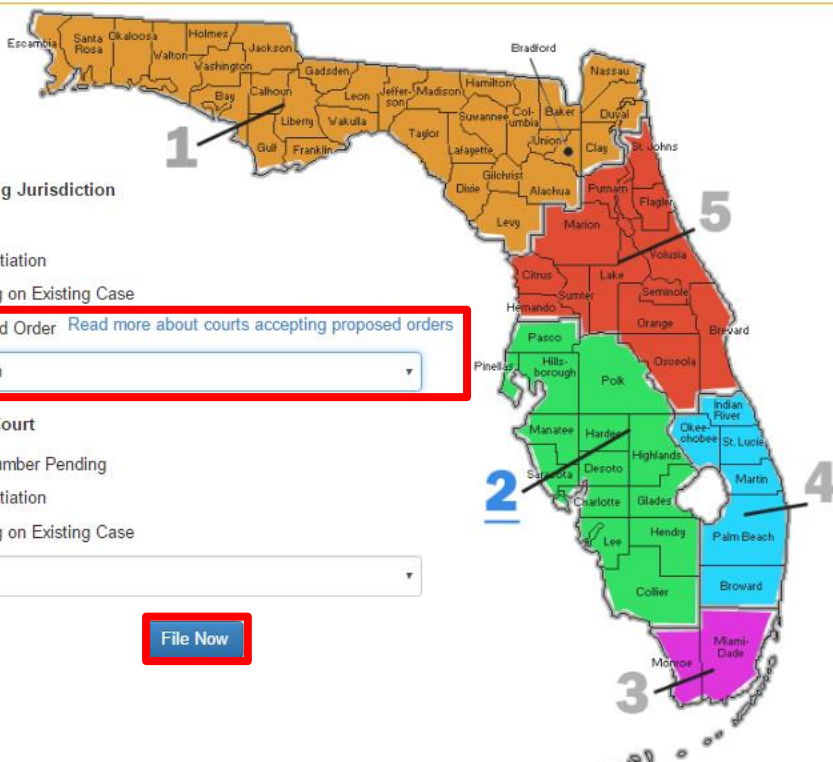
Proposed Order E-Filing Instructions

Judge Green Only

Effective January 25, 2017, as a part of a state-wide pilot project to expedite correction and revision of proposed orders, all proposed orders for **Judge Green** must be filed in Microsoft Word format using the “Proposed Order” option on the State E-Filing Portal. Judge Wells and Judge Lewis will continue accepting electronically filed Proposed Orders through “Pleading on Existing Case” option. Please see proposed order E-filing instructions below for Judge Green only.

When e-filing a proposed order for **Judge Green**, login to the Statewide E-Filing Portal. Select the “Proposed Order” section as shown below and choose “Walton” as the county in which you are filing. Click “File Now.”

E-Filing Map



Select a Filing Jurisdiction

Trial Court

- Case Initiation
- Pleading on Existing Case
- Proposed Order [Read more about courts accepting proposed orders](#)

Walton

Appellate Court

- Case Number Pending
- Case Initiation
- Pleading on Existing Case

File Now

After entering your case number, click “search.” Next, select Judicial Officer “Green, David.”

Click “Next.”

Case Information Documents ServiceList Review and Submit

* County: Walton * Division: Circuit Civil

* Year: 2016 * Sequence #: 1 * Court Type: Circuit Civil (CA) Party Identifier: Branch Location:

Search Clear

* Judicial Officer/Division: Green, David

Matter #: Matter #

Next Save to Workbench

While in the docketing tab, **upload a cover letter along with the proposed order.** The cover letter must include an email address and phone number where you can be reached in the event the judicial assistant or Judge needs to contact you.

- **Cover letters** must be submitted in PDF format.
- **Proposed orders** should be submitted in Microsoft Word format.