

Submission of Orders to Judge Estrada

1. All Orders shall be in Microsoft Word format, orders can be submitted via email or E-file
2. There should be a one-inch margin on all sides which is left blank. Please note, this includes footnotes and page numbering, which shall not intrude into the margin
3. The Court will accept any documents formatted in Ariel, Times New Roman, Calibri, Verdana, or Helvetica, as long as it is 12- point font or larger, as these meet ADA requirements.
4. Include section number/division, i.e. Section: 10-Civil and case number
5. Include service address to the right of the recipient's name, whether email address for e-service or mailing address for all recipients not included in e-service
6. Ensure all exhibits which are to be attached to the order are clearly marks, i.e. "Exhibit A", and properly referenced in the body of the order
7. DO NOT SUBMIT DUPLICATE ORDERS!
8. All proposed orders submitted electronically through CAPS must comply with **10th Circuit Administrative Order 1-61.1** or any superseding order. The items in paragraphs 1-7 above all comply with the requirements of the Administrative Order, however, there may be additional requirements contained in the Administrative Order not specified above. Please ensure compliance in your filings. Documents that do not comply may be rejected

Procedures

- 1) All hearings must be set via email, information needed
 - a) Case name/number
 - b) Estimate of time
 - c) Copy of Motion
 - d) Copy all attorneys
- 2) Once all parties agree on time/date for hearing, email to reserve a slot. Do not send out a notice of hearing until you have received confirmation from Judicial Assistant.
- 3) Be sure to include the location of the hearing on your Notice of Hearing. All Trials are held in-person in 2A, other hearings could be held in-person upon request of the Court or attorneys, Virtual hearings are held in 3A, links below...

To appear via video, click the link below.

[Click Here to Enter Highlands Virtual Courtroom 3A](#)

Or

Call in by phone and use ID.

[+1 863 225 4022](#) Conference ID: **683 120 842#**

- 4) All documents/packets must be sent to office a week prior of hearing

Cancellation of hearing:

1. Please call/email as soon as you learn that the hearing is to be canceled. If your case settles, you **MUST** still cancel any hearings that you have set on the Judge's calendar.
2. Only the party who set the hearing may cancel it and **it is that party's responsibility to notify everyone, including unrepresented parties**, of the cancellation.