

**VERIFICATION OF CONSULTATION
WITH OPPOSING COUNSEL or *PRO SE* PARTY**

TRANSMITTAL TO COUNSEL or *PRO SE* PARTY

To: _____ **VIA:** FAX MAIL EMAIL HAND-DELIVERY
Date: _____
Re: _____ **Case Number:** _____
(Case Caption)

Date of Hearing: _____
Date Judgment or Order will be presented to the Judge: _____

Please review the enclosed proposed judgment/order and send me your suggested changes (if any) before the above presentation date. If you request no changes, please advise and I will submit the judgment/order to the Judge before that date. If I do not hear from you (and you are not on secured leave, which will delay presentation), the judgment/order will be presented to the Judge on the date indicated. Please advise me in writing if you need more than seven (7) days to respond to the form of this Order.

Printed Name of Presenting Attorney

Signature of Presenting Attorney

PRESENTATION TO JUDGE FOR SIGNATURE

To: Judge _____ **Courtroom:** _____
Date: _____

The attached judgment/order is presented for your consideration and signature. As indicated above, the judgment/order has been transmitted for approval and/or changes and:

- counsel/*pro se* party responded and approved the form of the judgment/order;
- changes were requested and have been incorporated into the judgment/order and this final form has been approved by counsel/*pro se* party;
- counsel/*pro se* party cannot agree to final form and this proposed judgment/order is submitted for your consideration;
- counsel/*pro se* party has not responded within seven days of presentation and I have confirmed that opposing counsel was not on secured leave during that period. This proposed judgment/order is submitted for your consideration.
- OTHER** (per judge instructions): _____

Printed Name of Presenting Attorney

Signature of Presenting Attorney