

**IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF PUERTO RICO**

IN THE MATTER OF:  
**PROPOSED ORDERS/JUDGMENTS**

**Chambers and Courtroom of  
Judge Salvador E. Casellas (SEC)**

**STANDING ORDER**

Pursuant to Notice to Counsel No. 06-14, Revised Manual for CM/ECF (*Manual for Civil and Criminal Cases, Administrative Procedure for Filing, Signing and Verifying Pleadings, and Papers by Electronic Means, in the United States District Court for the District of Puerto Rico, Revised July 2006*) II(E)(2), all proposed orders/judgments filed before Senior Judge Salvador E. Casellas, in all civil and criminal cases, **MUST** be sent by e-mail to the Judge's mailbox (**PRD\_SEC@prd.uscourts.gov**) in a format compatible with WordPerfect, **on the same day** the proposed order/judgment is electronically filed.

**IT IS SO ORDERED.**

In San Juan, Puerto Rico, this 23<sup>rd</sup> day of December, 2009.

*S/ Salvador E. Casellas*  
SALVADOR E. CASELLAS  
United States District Judge