## MEMORANDUM

DATE: December 1, 2020

FROM: Judge Robert G. Kleeman

RE: Mandatory Electronic Orders

Effective December 10, 2020 electronic orders will be mandatory in the Law Division.

## **ELECTRONIC ORDER INSTRUCTIONS**

The Law Division is now requiring electronic orders. To prepare electronic orders, attorneys and litigants must first register at eaccess.18thjudicial.org. The process takes about one minute and is free. The website contains a short video that fully explains the process for creating and submitting electronic orders. In addition to allowing for the creation of electronic orders, parties can access orders and pleadings in case history.

Here is the link for the instructional video: https://eaccess.18thjudicial.org/CRIS/helpDocs/Attorney\_Flow/Attorney\_Flow.html eaccess.18thjudicial.org/CRIS/helpDocs/Attorney\_Flow/Attorney\_Flow.html