UMC ORDER GENERATION: CREATE AND SUBMIT ORDERS

1 Click on "UMC Order Generation" icon.

2 Search by case number.

Case Number: [_____] [Search]

Note: case # 50-2015-CA-000123-XXXX-MB can be entered in one of two ways:

Option (1): 15ca123
Option (2): 502015CA123

3 Verify the case style.

Verify that the case listed is the correct case.

Made a mistake?

Press F5 on your keyboard to start over.

4 Select an order template.

- Generic (Blank) Order
- Order Cancelling and Rescheduling Foreclosure Sale
- Order on UMC

5 Enter title of motion and court's ruling.

Provide all available answers.
Leave any unknown fields blank.

Title of Motion: [Motion to Compel]

Court's Ruling: [Granted]

6 Create order.

[Create Order]

- Click on the "Create Order" button.
- Review the order on the screen.
- Add or edit the text as desired.

7 Submit

- Click the "Submit Order" button.
- Wait for the "Order Submitted" pop-up to appear.

[Submit Order]

8 Confirmation

Your order has been submitted to the judge's divisional workflow queue.

<u>This is the only confirmation provided.</u>

| Order Submitted | ✖ |

Your order has been submitted to the court

[OK]

Questions/concerns?
Call 318-1012 or email Cad-HELP@pbcgov.org