



Replacing a Pending Order

In some instances, a pending order may need to be replaced with an updated version. Filing Users have the option to replace a pending order rather than filing a notice of withdrawal of document. The process for replacing a pending order mirrors the original pending order upload process with one exception. During the upload process a warning appears indicating that a pending order already exists for the same case and related document. Two options are available: 1) "Upload another order", or 2) "Replace the order(s)." Select the radio button to "Replace the order(s)" and check the "Replace the order ####" box to indicate the pending order being replaced. See example below:

Single Order Upload

Warning: The following order(s) already exist for the same case and related document.

Case Info	Related Doc	Order
14-20142 Utah Sample and Sarah Sample Ch 13	10 Motion to Change Venue Filed: 12/05/2014	2956 By x1Crockett, Kyle 12/09/2014

Upload another order
 Replace the order(s)
 Replace the order [2956](#)

Next Clear

TRAIN
database

After the pending order has been replaced through the docketing process, the docket will indicate "This order replaces the prior pending order #..."

Source URL: <https://www.utb.uscourts.gov/replacing-pending-order>