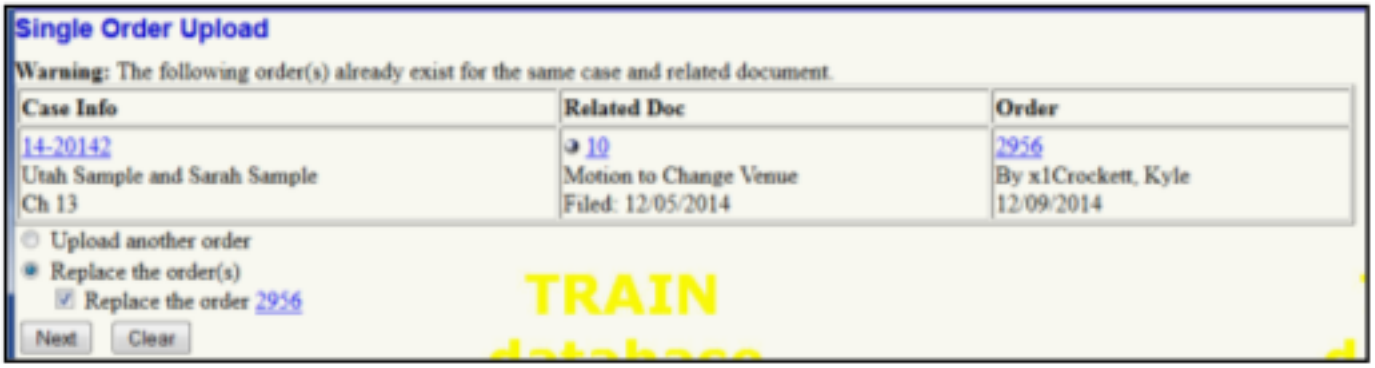
Replacing a Pending Order

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:



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