

General Order Postings

Managing Postings on the Public Website

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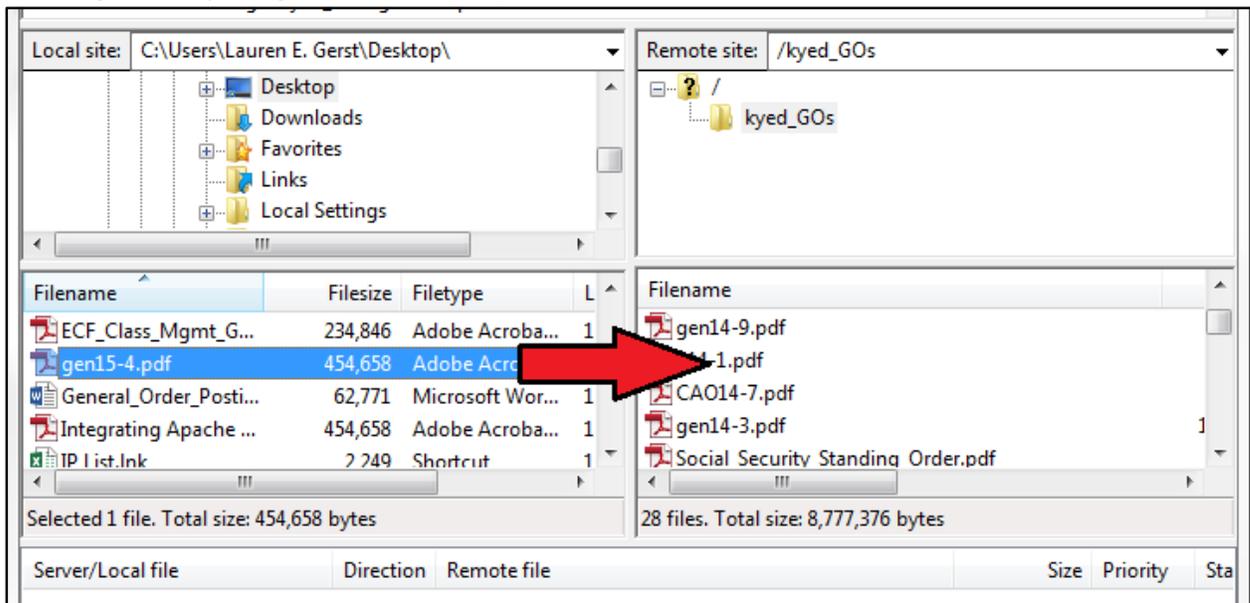
To manage General Orders on the public website, first login to the website using the username and password provided to you.

From your landing page, click the **General Orders** link.

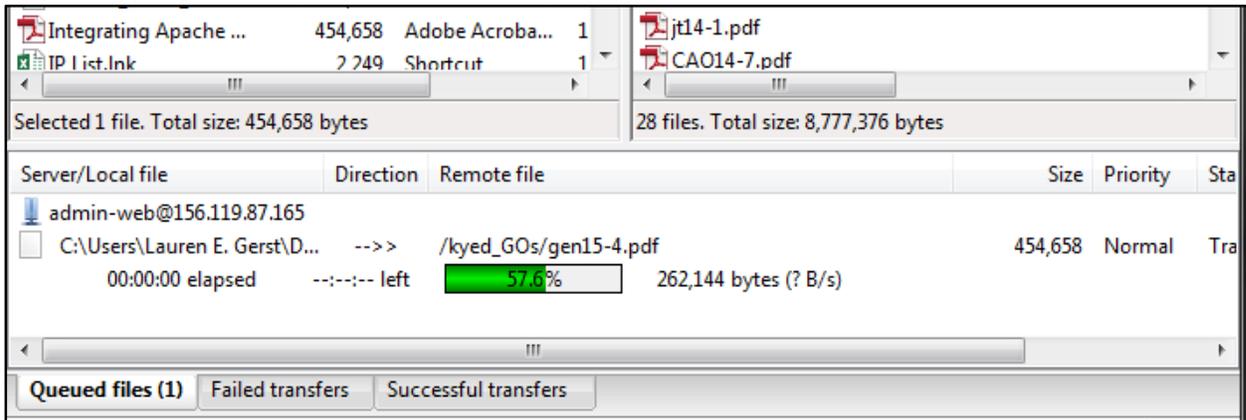
Add New Post

Upload the File

1. Using the shortcut on your desktop, open Filezilla to the [General Orders FTP site](#). A successful connection has been made when you see the Status Message: “Directory listing of ‘/kyed_GOs’ successful.”
2. Drag and drop the general order (PDF) from the “local site” to the “server site”, as shown below:



3. You can watch the progress of the file upload in the window below.



Create the Post

1. Click on the **Edit** tab below the page title.
2. A section of code has been separated out for you. Highlight and copy between the two comment lines, as indicated.

```
information on the rules.</a></li></ul>
<hr/><ul>

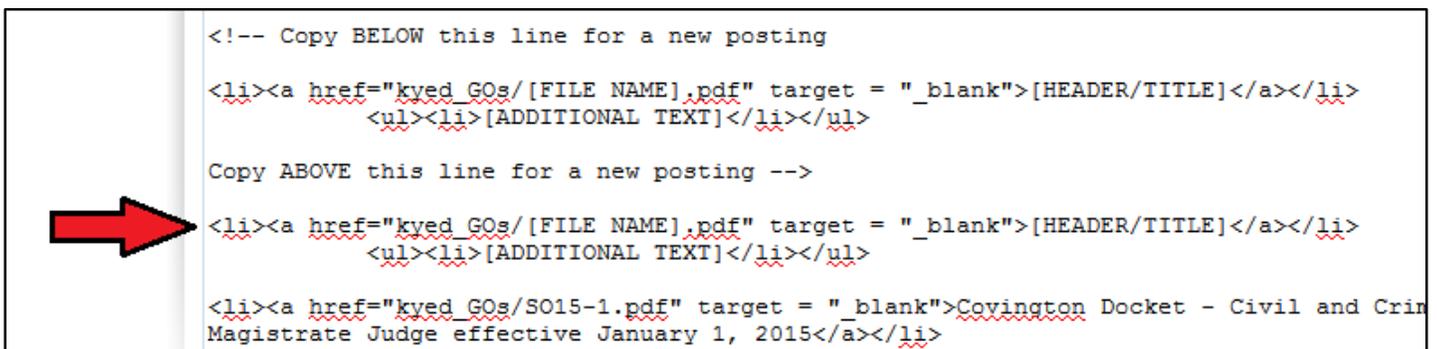
<!-- Copy BELOW this line for a new posting

<li><a href="kyed_GOs/[FILE NAME].pdf" target = "_blank">[HEADER/TITLE]</a></li>
  <ul><li>[ADDITIONAL TEXT]</li></ul>

Copy ABOVE this line for a new posting -->

<li><a href="kyed_GOs/SO15-1.pdf" target = "_blank">Covington Docket - Civil and Cr
```

3. Paste the sample code where the new posting is to be displayed on the page.
 - a. To add the new post to the top of the list, just paste the code below the last comment line; i.e.



- b. To add the new post between two existing posts, paste the sample code where it should be displayed on the page; for example

```
<li><a href = "kyed_GOs/GEN_12-16.pdf" target = "_blank">Order Authorizing KYED Bankrupt  
Local Bankruptcy Rules</a></li>  
<ul><li>General Order 12-16 authorizes Bankruptcy Judges of this Judicial District  
bankruptcy rules.</li></ul>  
 <li><a href="kyed_GOs/[FILE NAME].pdf" target = "_blank">[HEADER/TITLE]</a></li>  
<ul><li>[ADDITIONAL TEXT]</li></ul>  
  
<li><a href = "kyed_GOs/JGO_12-1_Adj_Juris.pdf" target = "_blank">Adjoining District Jur  
<ul><li>Joint General Order 12-1 authorizes magistrate judges at Covington, Kentud  
adjoining Southern District of Ohio and the magistrates judges at Cincinnati, Ohio to serve
```

4. Fill in the [FILE NAME], [HEADER/TITLE], and [ADDITIONAL TEXT] fields with the appropriate information.
NOTE: The [FILE NAME] must match the name of the file that you uploaded to the server.
5. When ready, scroll to the bottom of the page and click **Save**.

Remove Existing Post

1. To remove an existing general order, use the **Edit** tab of the General Orders page to do so.
2. Locate the post to be removed.
3. Highlight from the tag down to the tag, as shown below.

```
<li><a href="kyed_GOs/gen14-9.pdf" target = "_blank">Appointment of CJA Committee filed September 25, 2014</a>  
<ul><li>Members of the CJA Committee appointed by unanimous consensus of the Judges of the Court.  
</li></ul>  
  
<li><a href="kyed_GOs/jt14-1.pdf" target = "_blank">Amendments to Joint Local Rules</a></li>  
<ul><li>Joint General Order 14-1 approves amendments to the Joint Local Rules of the Eastern and  
Western District of Kentucky.</li></ul>  
  
<li><a href="kyed_GOs/CAO14-7.pdf" target = "_blank">Case Assignment and Recusal Order</a></li>  
<ul><li>General Order 14-7 sets forth the assignment of cases district-wide effective June 2, 2014
```

4. Press **Backspace** or **Delete** on your keyboard.
5. Scroll to the bottom of the page and click **Save**.