

Courtesy Copies

Please forward a (one sided) courtesy copy of this filing with tabbed exhibits to chambers within 24 hours.

Pursuant to Local Rule 5.1(a)(3), all filings including motions, briefs and exhibits must be prepared in 14 point sized font.

Copies must be appropriately bound, with the electronic file stamp (CM/ECF header) fully visible on each page, i.e. do not bind the courtesy copy with a top fastener. No loose or single binder metal clip bound copies will be accepted by the Court. **No prong fasteners may be used. No side staples please. A THREE RING BINDER IS PREFERRED.**

Please note: depending on the size of the complete document plus exhibits, a short filing may be stapled in the top left corner or bound on the side.

MOTION AND ITS BRIEF SHOULD BE STAPLED SEPARATELY FROM THE EXHIBITS. A brief must begin on a separate page. All filings, motions, responses and replies must contain a table of contents, table of authorities, and an index.

PLEASE NOTE: Any exhibits containing transcripts of hearings or depositions **must** contain the **entire** transcript or deposition printed “one page to one page.”