

General Instructions

The judge's name should appear on documents you file with the court as Stephanie Dawkins Davis. It is not hyphenated.

Judge Davis accepts no *ex parte* communications. Counsel may contact the Case Manager regarding procedural and scheduling matters only. While chambers staff is happy to answer questions about chambers procedures, please consult the Electronic Filing Policies and Procedures, the Local Rules, the case docket (if applicable) and the information on this website before contacting Chambers with a question. Contact by counsel or parties with the law clerks is discouraged.

The Judge prefers that papers submitted electronically to chambers be in the current version of Word.

[Local Rules](#) are enforced - please pay particular attention to [L.R. 7.1](#), [L.R. 5.3](#), and [Electronic Filing Rules 5 and 10\(d\)](#).

Stipulations and proposed Orders regarding those Stipulations should be directed to Chambers via the link located under the Utilities section in CM/ECF. Please consult Rule 12 of the ECF Policies and Procedures for additional information regarding Proposed Orders. Stipulations combined with orders are discouraged. Additionally, proposed orders may not be submitted to the Court on the stationery or letterhead of any party or their counsel. Any proposed order so submitted will be rejected, and the submitting party will be required to refile a properly formatted order.

The Court encourages the use of modern technology to display exhibits and demonstrative aides during trial. However, parties must make prior arrangements with Chambers staff. Requests for interpreters and accommodations for witnesses with disabilities should be made with Chambers at least ten (10) days before needed.

If a case is settled, the parties must notify Chambers in writing via email by the next business day.

If you do not have the current version of [Adobe](#), please download it.