

## **D. Courtesy Copies**

If a filed motion, response or reply includes exhibits totaling more than 20 pages, a courtesy copy of the papers and exhibits shall be provided to chambers. Relevant portions of lengthy documents should be highlighted, and exhibits should be tabbed on the right side of the document. Courtesy copies should be provided with the .pdf header printed across the top of the page.

The chambers copy must be sent via first-class mail the same day the document is e-filed, unless hand-delivered to chambers on the day of filing. Where a filing relates to a court proceeding scheduled within the next five days or otherwise requires the immediate attention of the Court, the chambers copy must be hand-delivered to chambers no later than the morning of the next business day after the document is e-filed.