Judge's Courtesy Copy Policy

A courtesy copy of ALL MOTIONS (Dispositive & Non-Dispositive), including responses and replies, and all accompanying exhibits should be submitted to chambers. Exhibits must have labels attached which extend beyond the side of the paper. Motions must be bound on the left side--the Court will not accept documents loosely secured with a rubber band or binder clip. A printed copy of the Notice of Electronic Filing must be attached to the front of the paper. The chambers copy must be sent via first class mail the same day the document is e-filed, unless it relates to a court proceeding scheduled within the next five days or otherwise requires the immediate attention of the Court, in which case the chambers copy must be hand-delivered to chambers not later than the morning of the next business day after the document is e-filed.

A courtesy copy of all complaints that exceed 20 pages must be provided to chambers, including all attached exhibits.

Courtesy copies of all Notice of Removals must be provided to chambers, including all attached exhibits.