

SECTION D | WRITTEN SUBMISSIONS TO COURTS, INCLUDING BRIEFS, MEMORANDA, AFFIDAVITS, AND DECLARATIONS

1. Copies of any submissions to the court (i.e. correspondence, proposed orders, filings, memoranda of law, case law, or anything else that is being provided to the court) should be emailed to opposing counsel at the same time that the submission is being sent to the Court. By way of example, if the submission is being submitted to the court via email or via facsimile, attorneys should email a copy of the entire submission to opposing counsel at the same time the email or facsimile is being sent to the court. If the submission is being provided to the court in hard copy form via hand delivery, federal express or U.S. mail, attorneys should email a copy of the entire submission to opposing counsel at the same time the hard copy submission leaves the attorney's office.

2. Papers, including memoranda of law, case law, or any other authority that attorneys may be relying upon for any court appearance or hearing, should not be provided to opposing counsel immediately before any court appearance or hearing, unless the proponent agrees to give opposing counsel reasonable time before the court appearance or hearing to review the legal authorities.

3. Neither written submissions nor oral presentations should disparage the intelligence, ethics, morals, integrity, or personal behavior of one's adversary or judge, unless those characteristics or actions are directly and necessarily in issue that must be included in the written submission or oral presentation to the court.

