

LOCAL RULE 04 | PROCEDURES FOR ONLINE COURTESY COPIES

1. Please upload your **e-filed** documents as an attachment when either setting a hearing, or after a hearing has already been set.
2. Please make sure your documents are e-filed prior to uploading.
3. If you are unable to upload courtesy copies via the attachments on CMS, please submit hard copies to Chambers 16131, **5 days prior** to any **UMC** hearing, and **10 days prior** to any **Special Set** hearing.
4. **How to upload your courtesy copy documents:**
 - a. See video on uploading:
<https://www.youtube.com/watch?v=04elG0CDPJs&authuser=0>
5. **When setting a hearing:**
 - a. Go to the Calendar Tab
 - b. Select Show Availability
 - c. Select in the drop box, Motion Calendar, Special Set, or Calendar Call (Calendar Call- **ONLY** Joint Pre-Trial Stip. and Motions in Limine may be attached -- **DO NOT ADD MOTIONS TO CONTINUE**)
 - i. Pick a date where there's availability
 - ii. Enter case number
 - iii. Once the information is filled out, select "Add Attachment" and upload accordingly
 - iv. Save
6. **After a hearing has already been set:**
 - a. Go to the Calendar Tab
 - b. Select Show Events By Case
 - c. Enter your case number and put in the date your hearing is scheduled
 - d. Select "Add Attachment", and upload accordingly
 - e. Save

