

LOCAL RULE 02 | COURTESY COPIES FOR HEARINGS

This Court requires courtesy copies for each hearing noticed or re-noticed. **You must upload same through the Court Management System (CMS) as a supporting document.** If courtesy copies are not uploaded to CMS as a Supporting Document to CMS five (5 days) prior to your hearing, your hearing WILL BE CANCELLED.

Please upload the following as individual documents when either setting the hearing, or after a hearing has been set:

- (1) notice of hearing;
 - (2) motion together with exhibits;
 - (3) supporting case law [please name each uploaded file by case law name];
 - (4) any other attachments [responses, reply, etc.].
- This Court DOES NOT ACCEPT hard copies (including binders) as the Division 12 is a paperless division. The only way you can send the documentation for the Judge to review is via CMS as a "Supporting Document".
 - *ABSOLUTELY no Proposed Orders may be submitted in advance of any hearing or trial, any proposed Orders submitted in advance of a hearing WILL be considered EX PARTE communications and the party submitting such Order may be sanctioned.*
 - **If pleadings are not filed with the Clerk of Court and uploaded to CMS your hearing will be cancelled**

NO DOUBLE BOOKING, ADD-ON, or CROSS-NOTICE of any hearing is permitted at any time. Sanctions may be imposed for non-compliance.

