

SECTION 3 | COURTESY COPY

The notice of hearings should include the docket line number of the motions being heard. Notice of Hearings should be filed with the Clerk of Court and may be emailed to the Judicial Assistant and after notice has been e-filed.

If counsel would like the Judge to have courtesy copies for a hearing, motions, memorandum of law, or case law, and these are 20 pages or over, hard copies should be inside the Courthouse at least **three to five** days prior to the scheduled hearing date. Please provide hard copies via U.S. mail, FedEx, UPS, or hand delivery.

