

SECTION 6 | COURTESY COPIES

Courtesy copies of motions and memoranda should be delivered to the Court **at least three days** before a scheduled hearing on the matter. Motions, pleadings and memoranda may be provided by e-mail as well as U.S. Mail or hand delivery. However, voluminous pleadings (more than 20 pages, including attachments) must not be emailed. They will need to be provided via hand-delivery, U.S. Mail, or other delivery service. Any binders containing case law shall be **received** by the Court **at least 5 days prior to the hearing**.

The Court encourages all parties to work together where possible to submit one copy of the supporting materials necessary for the Court's consideration.

