

SECTION 3 | COURTESY COPIES

A courtesy copy of all motions and/or pleadings and anything pertaining to the hearing should be provided to the Court for all time-certain scheduled hearings for Division CV-F (e.g., a Motion to Dismiss requires a copy of the complaint). If a party wishes to submit memoranda of law and/or facts, same should be provided to the Court before the contested hearing on any pending motion. Such memoranda should be provided at least one week prior to the hearing. Copies should be provided to opposing counsel. Copies may be provided by mail, hand-delivery or e-mail. However, any large documents (more than 20 pages) must NOT be emailed. **PLEASE PROVIDE ONLY ONE COPY.** Failure to comply with the foregoing may cause the hearing to be cancelled.

