

SECTION 6 | COURTESY COPIES

If, in the attorney's professional judgment, providing the Court with a courtesy copy of a motion, accompanying memoranda or case law would assist the Court in deciding a motion more expeditiously, the attorney should provide those materials **at least 5 days prior to the hearing**. Although the Court operates with limited resources and a substantial caseload, it endeavors to decide motions as promptly as reasonably practical. The Court appreciates efficiency and brevity in all motions and memoranda.

Motions, pleadings and memoranda may be provided by e-mail as well as U.S. Mail or hand delivery. Any binders containing case law shall be **received** by the Court **at least 5 days prior to the hearing**, with copies provided to all other parties at the same time. Failure to abide by these terms may result in the hearing being canceled by the Court without notice.

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

COVID-19 UPDATE: Courtesy Copies that are hand delivered shall be left in the Civil Cart that is located directly in front of the 1st Floor Security Desk. Counsel shall notify the Judicial Assistant as soon as the materials have been delivered.

