

March 22, 2007

Email to all registered attorneys

Subject: Western District of Michigan - Policy Regarding Judges' Courtesy Copies

JUDGES' COURTESY COPY POLICY

A Judges' Courtesy Copy Policy has taken immediate effect on March 22, 2007 in the Western District of Michigan. Questions regarding the policy should be directed to the ECF Help Desk, (616) 456-2206 or (800) 290-2742, or submitted electronically to ecfhelp@miwd.uscourts.gov. Any counsel wishing to comment on the policy is invited to do so by submitting written comments to ecfhelp@miwd.uscourts.gov.

U.S. District Court

Western District of Michigan

UNITED STATES OF AMERICA
UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF MICHIGAN

FILED - 07
MAR 22 PM 2:17
CLERK OF COURT
WESTERN DISTRICT OF MICHIGAN

ADMINISTRATIVE ORDER RE:)
JUDGES' COURTESY COPY POLICY) No. 07- 026
_____)

The Court hereby implements a Judges' Courtesy Copy Policy which applies to all papers filed through its electronic filing system (ECF):

One "courtesy" or "chambers copy" of all dispositive motion papers, as defined in W.D. Mich. LCivR 7.2, (including responses and replies) and all accompanying exhibits must be submitted directly to the judge's chambers on paper. Any exhibits must be properly tabbed and all papers firmly bound, usually along the left margin ("book-style"). A printed copy of the Notice of Electronic Filing must be attached to the front of the paper.

The chambers copy must be hand-delivered or sent via first class mail the same day the document is e-filed, unless it relates to a court proceeding scheduled within the next five days or otherwise requires the immediate attention of the Court, in which case the chambers copy must be hand-delivered to chambers not later than the morning of the next business day after the document is e-filed.

Questions regarding the courtesy copy policy should be directed to the ECF Help Desk (616-456-2206 or 800-290-2742) or submitted electronically to ecfhelp@miwd.uscourts.gov.

This policy is necessary because of the voluminous attachments to dispositive motions. It takes effect immediately. Any counsel wishing to comment on the policy is invited to do so by submitting written comments to ecfhelp@miwd.uscourts.gov.

The Clerk shall send a copy of this policy by e-mail to all registered attorneys and post a copy on the Court's website.

FOR THE COURT:



Robert Holmes Bell
Chief Judge

Dated: March 21, 2007