

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

FILED - 07  
MAR 22 PM 12:17  
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](mailto: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](mailto: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