
MEMORANDUM

TO: ALL PARTIES / COUNSEL

FROM: HONORABLE ALANE C. LABODA, 20TH JUDICIAL CIRCUIT

SUBJECT: SUBMISSION OF DOCUMENTS AND PROPOSED ORDERS

Effective February 3, 2009, when submitting documents or proposed Orders for the Court's consideration, a cover letter must be submitted with the documents or proposed Orders outlining the materials being directed to the Court and state the reasons for such submissions.

All counsel and/or other parties (if not represented by counsel) shall be copied on the cover letter and provided a set of the documents being submitted to the Court. The cover letter must list the names of all counsel or other parties to whom copies were sent.

If submitting a proposed Order or other such document, the cover letter must indicate that all counsel have reviewed the proposed submission and indicate whether or not they have an objection to the same. If there is an objection both parties must submit their proposed Orders or documents in the same envelope to the Court, outlining the objections and copying all parties with enclosures. Self addressed, stamped envelopes should be included along with copies to be conformed of all proposed Orders.