

TO ALL MEMBERS OF THE BAR:

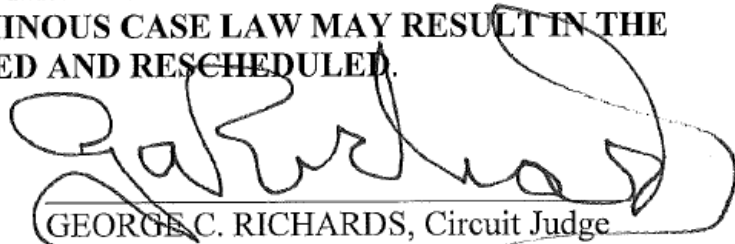
LEGAL AUTHORITY/MEMORANDA OF LAW

Any legal authority or memoranda of law to be considered by the Court at a scheduled hearing should be submitted **at least 3 business days prior to** (not including) the date of the hearing. A copy of the motion scheduled to be heard **and the pleadings relevant to the motion** should also be provided to the Court.

Case law submitted (which need not be accompanied by a memorandum of law) **should be accompanied by a summary** setting forth (1) the elements, facts or governing law that needs to be established at the scheduled hearing in the case before the Court, and (2) the name of the case being submitted, its citation, a brief statement of the facts of the case, and the holding of the case on the issue for which the case is being submitted. Only case or statutory law directly on point on the issues(s) to be addressed at the hearing should be included. All cases should have been shepardized and counsel should be prepared to discuss the facts and holding of the case and to advise the Court of any conflicts among the district courts.

Memoranda of Law, legal authority or summaries provided to the Court, must be accompanied by a **certificate of service showing service on all parties.**

**FAILURE TO COMPLY WITH THE FOREGOING PROCEDURE
OR SUBMISSION OF VOLUMINOUS CASE LAW MAY RESULT IN THE
HEARING BEING CANCELLED AND RESCHEDULED.**



GEORGE C. RICHARDS, Circuit Judge

CASE NAME: _____

CASE NUMBER: _____

DATE OF HEARING: _____ MATTER HEARD: _____

ATTORNEY NAME _____

Plaintiff/Defendant CIRCLE ONE

LIST LEGAL AUTHORITY AND POINT OF ADDRESS:

- 1.
- 2.
- 3.
- 4.

ATTACH CASES –POINT OF ADDRESS SHOULD BE HIGH LIGHTED

CASE NAME: _____
MORTGAGE FORECLOSURE CHECKLIST

CASE NO.: _____
DATE REVIEWED: _____

YES	NO	
☐	☐	Notice of Hearing Filed Date of Hearing: _____ Date Served: _____
☐	☐	All Defendants Served with Notice of Hearing
☐	☐	Original Note Filed or Bring to Court
☐	☐	Count to Re-Establish Lost Note (and not dismissed)
☐	☐	Affidavit Supporting Lost Note
☐	☐	Is Plaintiff Original Lender
☐	☐	If not, Allonge or Assignment Filed
DEFENDANTS		SERVED (Note if dropped)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
☐	☐	Additional Page Attached
☐	☐	Motion for Summary Judgment Filed
☐	☐	Supporting Affidavits Filed: Affidavit of Indebtedness Affidavit of Costs Affidavit of Attorney Stating Time/Hours or Flat Fee Affidavit of Reasonable Fees
☐	☐	Motion Summary Judgment timely served on _____*
☐	☐	Supporting Affidavits Timely Served on _____* *(at least 25 days prior to date of hearing)
☐	☐	Affidavits in Opposition Filed If so, filed by: Defendant(s) #: _____
☐	☐	Final Judgment Amounts Match Amounts in Affidavits & Total is Correct Otherwise, in proper form. If not, why not: _____
☐	☐	Other Concerns