

INFORMATION TO NOTE:

- **DO NOT** send a copy of your Notice of Hearing to our office. Please efile it with the clerk and send to all parties only.
- We **DO NOT** need any courtesy copies of anything!! Please do not send copies of any motions or exhibits to the Motions along with your proposed Order. As long as a document has been filed with the Clerk we **DO NOT** need a copy.
- If you have any case law you wish the Judge to have prior to the hearing or proposed Orders you may send those to our office no earlier than 10 day before the hearing.
- **DO NOT** send original signed documents to the Judge's office. Once your documents have been electronically filed you may hold on to them. If you send them to the Judge's office they will be thrown away.
- If you usually include your original affidavits and Motion in your final package to the Judge please keep them.