

MOTIONS

It is your responsibility to obtain opposing party **position to the motion**. If no objection is raised, file **your motion and Agreed Proposed Order**. If opposing party objects or takes no position it is your responsibility to coordinate with opposing party on scheduling a hearing date/time (instructions on the bottom of Judges cover page).

*ALL MOTIONS, ORDERS
AND NOTICES ARE TO BE
FILED THROUGH
E-PORTAL AS A
STAND ALONE DOCUMENTS*

General Procedures for “Time Extensions”

Time Extensions are to be filed as a standalone document

-not combined with any other motions-

- 1.** Party **requesting** “Time Extension” is responsible for contacting the opposing counsel *prior* filing the motion and note in the motion whether or not said extension is agreed upon by both parties.
- 2.** Motion should clearly state how many days is filing party requesting **and whether objection was raised by opposing party**.
- 3.** Once the extension is agreed upon by both parties and the motion is filed, the initiating party prepares and e-files a *proposed agreed order*.
- 4.** In case you were *unable to confer* with the opposing party please e-file *proposed order* stating you were unable to obtain opposing party’s position.