

# **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 both parties agree upon said extension.
2. Motion should clearly state how many days is filing party requesting and whether objection was raised by opposing party.
3. Once both parties agree upon the extension 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.

**EXHIBITS, IF E-FILED OR FILED**  
**WITH CLERK'S OFFICE**

File each exhibit separately (not attached to any other document) and individually (do not file all exhibits as a single document) mark each exhibit (in upper right corner) as "Plaintiff's Ex. A, B, C..." or "Defendant's Ex. A, B, C..." as appropriate.

An Exhibit list should be filed with the courts for any/all exhibits.

All pleadings should have the case number (except upon initiation), division number, party's name including AKA's