

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY

JUDICIAL PREFERENCES

Rev. 12/3/21

District Judges	Preferences
Bumb, Hon. Renée Marie	<p>One Courtesy Copy: Motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p>Jury Charges: On disk in Word format.</p> <p>Individual Judicial Preferences: Refer to the Hon. Renée Marie Bumb’s individual page under the Judicial Preferences tab on the District Court internet for the link to her <u>Individual Judicial Preferences & Procedures</u> document.</p>
Arleo, Hon. Madeline Cox	<p>Courtesy Copy: Courtesy copies are no longer required, unless a motion is: (1) filed under seal; or (2) supported by exhibits exceeding 50 pages. Only in those instances shall the parties file one unredacted paper copy of any proposed orders, motion papers, briefs, and accompanying exhibits by regular mail to chambers, clearly marked “Courtesy Copy.” Paper submissions should be single-sided and should not be bound by plastic or velo-binding. Courtesy copies of letter correspondence are not permitted; all letter correspondence must be electronically filed via CM/ECF.</p> <p>All correspondence and proposed orders must be submitted via ECF.</p> <p>Jury Charges: Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive one week before trial.</p> <p>Faxes: Parties must contact Chambers for approval before faxing any documents. There is a three (3) page limit for all faxes unless otherwise approved by Chambers.</p>
Cecchi, Hon. Claire C.	<p>All Submissions, including correspondence and proposed orders, must be electronically filed via CM/ECF. All Requests should be accompanied by a proposed order.</p> <p>All Briefs and Proposed Orders must be filed in searchable PDF format. All other documents, such as exhibits, may be filed in non-searchable PDF format.</p> <p>One Courtesy Copy: Courtesy copies are no longer required, unless a motion is: (1) filed under seal; or (2) supported by exhibits exceeding 50 pages. Only in those instances shall the parties file one unredacted paper copy of any proposed orders, motion papers, briefs, and accompanying exhibits by regular mail to chambers, clearly marked “Courtesy Copy.”</p> <p>Jury Charges: Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive one week before trial.</p> <p>Faxes: Parties must contact Chambers for approval before faxing any documents. There is a three (3) page limit for all faxes unless otherwise approved by Chambers.</p>
Chesler, Hon. Stanley R.	<p>Courtesy Copies. Counsel shall <u>not</u> provide courtesy copies to Chambers unless requested.</p>
Hayden, Hon. Katharine S.	<p>Two Courtesy Copies: All motion papers, briefs and letter memoranda by regular mail directly to chambers.</p> <p>Proposed Orders: By email to njdnef_hayden@njd.uscourts.gov in Word Perfect or Word format.</p>
Hillman, Hon. Noel L.	<p>One Courtesy Copy: Motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p>All Pretrial Submissions such as voir dire, jury instructions and verdict sheet on disk in Word format.</p> <p>Correspondence: Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email without express consent of Chambers.</p>
Martinotti, Hon. Brian R.	<p>All Submissions: All submissions, including pleadings and correspondence, must be electronically filed via CM/ECF. Filings and submissions will not be accepted via fax or e-mail except as provided herein.</p> <p>Pro se Filings: All filings by pro se litigants shall be mailed to or filed directly with the Clerk's Office. Documents mailed to the courthouse must be addressed to the Clerk's Office, NOT Judge Martinotti.</p> <p>CM/ECF Filings: Pleadings, motions, and letters must be filed in searchable PDF format. Supporting documents, such as exhibits, may be filed in non-searchable PDF format.</p>

Proposed Orders: If any relief is being sought, the CM/ECF filing must be accompanied by a proposed order in searchable PDF format.

Confidential Information: Any letter containing confidential or sensitive information may be e-mailed to chambers at njdnef_martinotti@njd.uscourts.gov. Any documents filed under seal shall comply with Local Civil Rule 5.1.

No Courtesy Copies.

Communications With Chambers: Calls to chambers are permitted only in urgent situations that require immediate attention. All other communication with chambers shall be electronically filed via CM/ECF. Parties appearing *pro se* must file all documents, applications, and motions directly with the Clerk's Office. E-mails to chambers at njdnef_martinotti@njd.uscourts.gov will be accepted in lieu of phone calls. E-mails may not contain substantive content regarding a case. Any substantive content received via e-mail without consent of chambers will be ignored.

Extensions of Time: If consented, may be done by consent order via CM/ECF. If not consented, follow the regular motion procedure. To adjourn a previously scheduled appearance, obtain consent from your adversary and provide chambers with new dates in writing via CM/ECF, or contact the courtroom deputy via email.

Appearances (including in-person, Zoom, or telephonic): Notice of any scheduled appearance, including but not limited to status conferences, settlement conferences, and oral arguments, will be posted on the docket. Where counsel is scheduled to appear, all clients or representatives with settlement authority must be available by phone unless otherwise directed by chambers. The Court expects counsel to appear at least 15 minutes prior to any appearance.

Scheduling and Adjournments: Contact Lissette Rodriguez via email (Lissette_Rodriguez@njd.uscourts.gov).

Press Protocol:

1. Compliance with the Judge, U.S. Marshals Service, Court Security Officers, and Court Staff is required at all times. They are charged with enforcing the Court Rules and ensuring Court Security, and any instruction from them supersedes the following rules.
2. Photography, use of audio or video recording devices, and use of broadcasting or televising devices are prohibited in the courtroom and areas immediately adjacent thereto.
3. Electronic devices having a primary function of wireless communication, including but not limited to cell phones, laptops, and tablets, are permitted in the courtroom but must be rendered inoperable. They need not be turned off, but they must be silenced and may not be used to transmit or broadcast audio or visual feeds, updates, or messages in any form. They may be used for the purpose of note-taking only.
4. Members of the press shall have their credentials visible at all times and, if necessary upon request, shall present them to Court staff for documentation.
5. Any persons in violation of these rules will have their devices confiscated and risk being removed from the courtroom or courthouse at the discretion of the Judge, U.S. Marshals Service of Court Security Officers.
6. If you would like more information, the rules governing media coverage and possession and use of electronic equipment can be found under Local Civil Rules 401.1 and 501.1, available on the Court's website. Any other specific requests or inquiries can be emailed directly to chambers at njdnef_martinotti@njd.uscourts.gov.

Kugler, Hon. Robert B.	Courtesy Copies: Motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.
Martini, Hon. William J.	<p>All Submissions: Including correspondence, must be electronically filed via CM/ECF.</p> <p>All Requests: Should be accompanied by a proposed order.</p> <p>All Briefs and Proposed Orders: Must be filed in searchable PDF format. All other documents, such as exhibits, may be filed in non-searchable PDF format.</p> <p>One Courtesy Copy: Proposed orders, motion papers, briefs, and accompanying exhibits must be sent by regular mail to chambers. Courtesy copies should be marked “Courtesy Copy.” Please do not send courtesy copies of letter correspondence.</p> <p>No Submissions will be accepted via fax or email without the express consent of chambers.</p>
McNulty, Hon. Kevin	<p>All submissions, including correspondence, must be electronically filed via CM/ECF. Do not send courtesy copies of motion papers unless requested to do so.</p> <p>Proposed Jury Charges: An additional copy, in Microsoft Word or WordPerfect format, should be emailed to njdnf_mcnulty@nj.uscourts.gov. Email subject line and file name in this format: 12- 3456 Smith v Jones Proposed Jury charge.</p>
Neals, Hon. Julien X.	<p>Unless otherwise ordered by Judge Neals, matters before Judge Neals shall be conducted in accordance with the following practices:</p> <p><u>COMMUNICATIONS WITH CHAMBERS:</u></p> <p>Written Submissions to the Court. Except on emergency matters, all communications with Chambers shall be in writing via CM/ECF.</p> <p>Telephone Calls. Telephone calls to Chambers are permitted only in urgent situations requiring immediate attention. In such situations only, call Chambers at (973) 645-6042.</p> <p>Email. Submissions will not be accepted via email without leave of the Court.</p> <p>Faxes. Submissions will not be accepted via fax without leave of the Court.</p> <p>Law Clerks. Judge Neals permits communications with his law clerks only as to questions regarding Chambers’ procedures and not as to any substantive matters.</p> <p><u>MOTION PRACTICES:</u></p> <p>CM/ECF. All submissions, including pleadings and correspondence, to the Court (except for those under seal or containing confidential information) shall be submitted in searchable PDF format and electronically filed via CM/ECF. Supporting documents, such as exhibits, may be filed in non-searchable PDF format. Submissions will not be accepted via fax or e-mail except as provided herein.</p> <p>Pro se Filings. All filings by <i>pro se</i> litigants should be mailed to or filed directly with the Clerk's Office. Documents mailed to the courthouse must be addressed to the Clerk's Office, not Judge Neals or Chambers.</p> <p>Sealed Filings/Confidential Submissions. All papers filed under seal or containing confidential or sensitive information shall be submitted in unredacted form to the Court in a searchable PDF format on a USB drive or by mail, unless directed otherwise by Chambers.</p> <p>Courtesy Copies. Counsel shall not provide courtesy copies to Chambers unless requested.</p> <p>Motion Day. Unless otherwise notified by the Court via CM/ECF, Judge Neals decides all motions on the papers and no appearances are required on the motion day.</p> <p>Appearances. Notice of any scheduled appearance will be posted on the docket in CM/ECF. Where counsel are scheduled to appear in-person, all clients or representatives with settlement authority must be available by phone unless otherwise directed by Chambers. The Court expects counsel to appear at least fifteen (15) minutes prior to any appearance.</p> <p>Adjournments. Adjournment requests shall be made by letter via CM/ECF at least two (2) business days prior to the scheduled event. The letter shall set forth the date of the scheduled event, the basis for the</p>

adjournment request, whether the request is being made with consent, and the length of adjournment being sought. Absent exigent circumstances, adjournment requests made less than two (2) days prior to the scheduled event will not be granted.

Extensions of Time. With consent, extension of time requests may be done by proposed consent order via CM/ECF. Without consent, regular motion procedure should be followed.

TRIAL PRACTICES:

Jury Charges. Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive two (2) weeks before trial, unless directed otherwise by Chambers.

Other Trial Submissions. Trial briefs, proposed *voir dire* questions, lists of pre-marked exhibits, and witness lists including the name and address of each potential witness shall be submitted by counsel in searchable PDF format via email or thumb drive two (2) weeks before trial, unless directed otherwise by Chambers.

PRESS PROTOCOL:

Compliance with instructions from the Judge, U.S. Marshals Service, Court Security Officers, and Court Staff is required. Each is charged with enforcing the Court Rules and ensuring Court Security, and therefore their instruction shall supersede the following rules.

Photography, use of audio or video recording devices, and use of broadcasting or televising devices are prohibited in the courtroom and areas immediately adjacent thereto.

Electronic devices having a primary function of wireless communication, including but not limited to cell phones, laptops, and tablets, are permitted in the courtroom but must be rendered inoperable. They need not be turned off, but they must be silenced and may not be used to transmit or broadcast audio or visual feeds, updates, or messages in any form. They may be used for the purpose of notetaking only.

Members of the press shall maintain their credentials visible and, upon request, shall present them to Court staff for documentation.

Any persons in violation of these rules may have their devices confiscated and risk being removed from the courtroom or courthouse at the discretion of the Judge, U.S. Marshals Service or Court Security Officers.

The rules governing media coverage and possession and use of electronic equipment can be found under Local Civil Rules 401.1 and 501.1, available on the Court's website. Any other specific requests or inquiries can be directed to Chambers.

CLERKSHIP HIRING PROCESS:

Once the hiring process begins, interested applicants shall apply on the [Online System for Clerkship Applications and Review](#) ("OSCAR").

O'Hearn,
Hon.
Christine P.

Electronic Submissions: All parties, with the exception of *pro se* parties, shall file all documents, in both civil and criminal matters, via ECF. All papers electronically submitted shall, to the extent possible, be submitted in a text-searchable PDF format.

Courtesy Copies: Two courtesy copies of motion papers clearly marked "Courtesy Copy," shall be mailed to Chambers the same day the papers are filed on ECF. Courtesy copies should be copies of the filed version of the documents printed from ECF with the automatically generated ECF header. All exhibits shall be clearly labeled, tabbed, and/or indexed.

Faxes and/or Emails: Parties must contact Chambers for approval before faxing or emailing any documents. There is a three (3) page limit for all faxes unless otherwise approved by Chambers.

Extensions of Time on Consent: All requests for extensions shall be filed via ECF and be accompanied by a proposed order. Any requests for extensions or adjournments shall indicate whether all parties consent.

Pretrial Submissions: All pretrial submissions such as *voir dire*, jury instructions, and verdict sheets shall be sent via email to dave_bruey@njd.uscourts.gov in Word format and courtesy copies shall also be provided to Chambers the same day.

Adjournments Requests for Hearings/Conferences: Communications regarding scheduling and

	<p>adjournments are handled by the Deputy Clerk, Dave Bruey. If an adjournment is being sought, counsel shall first attempt to obtain consent from all parties and provide the Court with new dates upon which all parties are available. Absent exigent circumstances, adjournment requests made less than two days prior will not be granted.</p> <p>Communications with the Court: Please do not contact Chambers with legal or procedural questions that are covered by the Local Rules of this Court or the Federal Rules of Civil Procedure. Communications with law clerks are limited to Chambers' procedural matters only and not as to any substantive matters.</p> <p>Oral Argument: If the Court grants a request for oral argument or determines to hear argument when no request has been made, the parties will be notified via ECF. The Court is more likely to grant oral argument if a party represents, at the time of the filing of the request for argument, that a junior attorney (i.e. less than five years' experience) will present the argument. A supervising attorney may attend to assist only if necessary.</p>
Rodriguez, Hon. Joseph H.	<p>One Courtesy Copy: Of all papers sent by regular mail to chambers.</p> <p>Jury Charges: On disk in Word format. Chambers does not accept faxes or e-mail.</p>
Salas, Hon. Esther	<p>No courtesy copies of motion papers should be sent to Chambers unless otherwise notified.</p> <p>Unless otherwise notified by the Court via ECF, Judge Salas decides all motions on the papers and no appearances are required on the motion day.</p>
Sheridan, Hon. Peter G.	<p>Courtesy Copies: Courtesy Copies of all motion papers in excess of 50 pages in total mailed to chambers marked "Courtesy Copy".</p> <p>Jury Charges: On disk in Word Perfect format one week before trial.</p>
Shipp, Hon. Michael A.	<p>One Courtesy Copy: Of motion papers, briefs, letters and proposed orders marked "Courtesy Copy" sent by regular mail to chambers.</p> <p>Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers): Should be electronically filed as an attachment to a cover letter.</p> <p>Pleadings/Correspondence: All pleadings and correspondence to the Court (with the exception of confidential settlement position letters) must be electronically filed.</p>
Thompson, Hon. Anne E.	<p>One Courtesy Copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax to Chambers at (609) 989-2007. Faxes should be no more than 10 pages.</p>
Vasquez, Hon. John M.	<p>Magistrate Judge Assignment: Judge Vasquez is teamed with Magistrate Judge Clark for cases ending with even docket numbers and Magistrate Judge Falk for cases ending with odd docket numbers.</p> <p>Standing Orders: None.</p> <p>Procedure to Admit Counsel Pro Hac Vice: Motions are referred to the Magistrate Judge for disposition.</p> <p>MOTION PRACTICES</p> <p>Motions: Oral argument will not automatically be held on the listed return date. If the Judge grants the request for oral argument, or wishes to hear oral argument on a matter where no request has been made, an order setting forth the date and time for the argument will be entered via CM/ECF.</p> <p>Summary Judgment Practices: Parties may not file a motion for summary judgment without leave of the Court. A party will only be permitted to file one motion for summary judgement absent extraordinary circumstances, such as a change in the controlling law.</p> <p>When seeking leave, the moving party must first submit a letter, no longer than three (3) pages, summarizing the party's substantive argument. The party must also submit the party's statement of material facts not in dispute pursuant to Local Civil Rule 56.1. Within two weeks of the moving party's filing, the party opposing the motion must also submit a letter, no longer than three (3) pages, summarizing the party's substantive argument in opposition. The party opposing the motion must also submit its responsive statement of material facts and supplemental statement of disputed material facts</p>

pursuant to Local Civil Rule 56.1. When submitting the initial three (3) page letter, no party has to review the standard for summary judgment. In addition, when submitting the statements of facts pursuant to Local Civil Rule 56.1, the parties shall not attach the underlying, supporting evidence.

Upon receipt of the moving party and opposing party's submissions, the Court will either grant leave to file by way of text order or hold a conference call with the parties. If leave is granted, the parties are bound by their respective statements of facts pursuant to Local Civil Rule 56.1 that were submitted with the request seeking leave to file the motion. As to the motion for summary judgment, Judge Vazquez requires compliance with the length limitations and format requirements for briefs set for in Local Civil Rule 7.2.

Motions to Seal: In civil cases, motions to seal concerning pre-trial matters are referred to the Magistrate Judge.

Telephone Conferences: Judge Vazquez may convene telephone conferences in lieu of formal in-court hearings on relatively simple motions and disputes.

Adjournments/Extensions: All requests for adjournments or extensions must be made in writing and, in the normal course, should be filed via CM/ECF.

Communications with the Court: Judge Vazquez permits submission of papers via email or fax upon prior approval by the Court. Communications with the Judge's law clerks are permitted as to requests for additional briefings or any relevant procedural matter. Communications concerning scheduling, extensions, and adjournments are handled by the Deputy Clerk.

Copies of Papers: Two **courtesy copies** of proposed orders, motion papers, briefs, and exhibits must be sent by regular mail to Chambers. Please do not send courtesy copies of letter correspondence.

TRIAL PRACTICES:

Trial Submissions: Trial briefs, proposed *voir dire* questions, lists of pre-marked exhibits, witness lists including the name and address of each potential witness, and requests to charge are generally required to be submitted by counsel 14 days before trial.

Judge Vazquez has standard *voir dire* questions that he asks in civil and criminal cases. Counsel should first obtain a copy of the questions from the Deputy Clerk before submitting counsel's proposed *voir dire* questions.

Judge Vazquez first looks to the Third Circuit's Model Civil and Criminal Instructions (or the model instructions from the relevant state if state law applies) when considering requests to charge. If counsel's requests to charge vary from the model instructions, then the requests to charge should be submitted in both a clean and redlined format from the model instructions, accompanied by a computer disc or flash drive with both the clean and redlined format in Word format.

Jury Selection: Written *voir dire* questions are distributed to the entire jury panel, and each member of the panel will first verbally answer all written questions. Necessary follow-up is conducted in open court or at side bar. The jury panel is then excused from the courtroom. Judge Vazquez will first consider all for cause challenges. Peremptory challenges will then be made. All for cause and peremptory challenges are made outside the presence of the jury panel. Judge Vazquez does not require that a party forfeit any peremptory challenge that could have been, but was not, used in any round where the adversary continues to exercise peremptories, except that back strikes will not be permitted.

Jury Note Taking: Judge Vazquez may permit jurors in lengthy and/or complicated trials to take notes.

Juror Questioning: Absent a joint request by counsel, Judge Vazquez does not permit jurors to submit questions to the Court to be posed to witnesses.

Jury Charges: Judge Vazquez may occasionally charge the jury on substantive matters at the beginning of the trial. At the conclusion of the case, he charges the jury on the substantive law before the closing arguments of counsel. Judge Vazquez provides the jurors with a written copy of the jury charge.

Exhibits: Judge Vazquez normally sends all exhibits admitted into evidence into the jury room except for firearms, narcotics, currency, and the like. If jurors wish to view such exhibits during deliberations, they are permitted to do so in open court.

	<p>Use of Evidence that is Electronically Stored and Presented: If counsel intends to present evidence that is electronically stored, counsel must notify the Deputy Clerk at least three weeks prior to trial. Counsel must inform the Deputy Clerk by letter as to any equipment requested from the Court, any equipment counsel will provide (and set up, if necessary), and a list of all electronic devices that counsel intends on bringing into the courthouse.</p> <p>Conference with Jurors: Judge Vazquez meets privately with the jury after discharge to answer questions and receive suggestions regarding jury service.</p> <p>Probation Report: Judge Vazquez does not permit the defendant or counsel to review the Probation Department's recommendations as to sentence.</p> <p>Particular Concerns: Judge Vazquez requires that the attorney who is actually assigned responsibility for the litigation appear at all conferences.</p>
Wigenton, Hon. Susan D.	<p>Courtesy Copy: One courtesy copy of motion papers, as required in the Court's Policy and Procedures and marked "Courtesy Copy," shall be mailed to Chambers the same day the papers are filed on ECF. All correspondence and proposed orders must be submitted via ECF.</p> <p>Jury Charges: Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive one week before trial.</p> <p>Faxes: Parties must contact Chambers for approval before faxing any documents. There is a three (3) page limit for all faxes unless otherwise approved by Chambers.</p>
Wolfson, Hon. Freda L.	<p>Courtesy Copies: Of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy".</p> <p>Proposed Orders and Jury Charges: Should be sent as an email attachment to njdnef_wolfson@nj.uscourts.gov in Word Perfect format. The subject line of the email should state "Proposed Order" or "Jury Charge" and include the docket number.</p> <p>Extension of Time: If consented may be faxed to chambers (fax#609-989-0496) or emailed to njdnef_wolfson@nj.uscourts.gov</p>
Quraishi, Hon. Zahid N.	<p>All Submissions: All pleadings and correspondence to the Court (with the exception of confidential settlement position letters) must be electronically filed. Filings and submissions will not be accepted via fax or e-mail without leave of the Court.</p> <p>Pro se Filings: All filings by <i>pro se</i> litigants shall be mailed to or filed directly with the Clerk's Office. Documents mailed to the courthouse must be addressed to the Clerk's Office, NOT Judge Quraishi.</p> <p>CM/ECF Filings: Pleadings, motions, letters, and proposed jury charges must be filed in searchable PDF format. Supporting documents, such as exhibits, may be filed in non-searchable PDF format.</p> <p>Proposed Orders: If any relief is being sought, the CM/ECF filing must be accompanied by a proposed order in searchable PDF format.</p> <p>Motions for Summary Judgment: Parties may not file an early motion for summary judgment (<i>i.e.</i>, prior to the close of fact discovery) without leave from either Judge Quraishi or the Magistrate Judge assigned to the case. When seeking leave from Judge Quraishi, the moving party must first submit a letter, no longer than three pages, summarizing the party's substantive argument. Within one week of the moving party's letter, the party opposing the motion must also submit a letter, no longer than three pages, summarizing the party's substantive argument in opposition.</p> <p>One Courtesy Copy: Counsel should mail one courtesy copy to chambers of any motion papers exceeding 50 pages. Courtesy copies of documents filed on CM/ECF should be copies of the filed version of the documents printed from CM/ECF with the automatically generated ECF header.</p> <p>How to Communicate with Chambers: Parties appearing <i>pro se</i> must file all documents, applications, and motions directly with the Clerk's Office. For all litigants, calls to chambers are permitted only in urgent situations that require immediate attention. In urgent situations, e-mails to chambers at znq_orders@nj.uscourts.gov are preferred to phone calls. E-mails may not contain substantive content regarding a case. Any substantive content received via e-mail without consent of chambers will be ignored.</p> <p>Communications with Law Clerks: Judge Quraishi permits communications with his law clerks only as to questions regarding chambers' procedures and not as to any substantive matters.</p> <p>Extensions of Time to a Deadline: If consented, extension requests may be done by proposed consent order via CM/ECF. If not consented, follow the regular motion procedure. To adjourn a previously scheduled appearance, obtain consent from your adversary and provide chambers with proposed new dates via CM/ECF.</p>

	<p>Adjournment Requests for Hearings/Conferences: Adjournment requests should be made at least two business days before a scheduled hearing or conference. The party seeking an adjournment should attempt to gain the consent of his or her adversary before filing said request by letter. In any such letter, the party should set forth the date of the hearing or conference, the basis for the adjournment request, whether the request is being made with consent, and the length of adjournment being sought. Absent exigent circumstances, adjournment requests made less than two days prior will not be granted.</p> <p>Motion Day: Unless otherwise notified by the Court via CM/ECF, Judge Quraishi decides all motions on the papers and no appearances are required on the motion day.</p> <p>Appearances: Notice of any scheduled appearance, including but not limited to status conferences, settlement conferences, and oral arguments, will be posted on the docket. Where counsel are scheduled to appear in-person, all clients or representatives with settlement authority must be available by phone unless otherwise directed by chambers. The Court expects counsel to appear at least 15 minutes prior to any appearance</p>
Magistrate Judges	Preferences
Allen, Hon. Jessica S.	<p>Standing Orders: No formal motions are permitted unless leave of court is first obtained except for motions under Federal Rule of Civil Procedure 12(b) or motions to remand that must be filed within thirty days of removal under 28 U.S.C. § 1447(c). Full compliance with Local Civil Rules 16.1 and 37.1 will be expected.</p> <p>Pro hac vice: If consented, e-file a letter indicating consent and enclosing a proposed form of Order, a certification of admission and good standing, and a certification of local counsel stating that counsel shall comply with Local Civil Rule 101.1(c).</p> <p>Motion Practices:</p> <p style="padding-left: 40px;"><i>Dispositive Motions:</i> Shall comply with the procedures set forth in Local Civil Rule 7.1 for all motions.</p> <p style="padding-left: 40px;"><i>Motions to Seal:</i> In addition to electronically filing materials subject to a motion to seal pursuant to Local Civil Rule 5.3, a copy of such materials shall be submitted by email to JSA_orders@njd.uscourts.gov, identifying them as “Confidential Materials subject to Motion to Seal.” With motion papers, counsel should submit a form of order containing proposed findings of fact and conclusions of law regarding the Local Civil Rule 5.3(c) factors.</p> <p>Extensions of Time - If consented, may be done by consent order. If not consented, follow regular motion procedure (electronic filing).</p> <p>Correspondence and written submissions not containing confidential information: Shall be electronically filed via CM/ECF. Papers shall not be submitted by facsimile unless otherwise directed.</p> <p>Confidential settlement letters and discovery dispute letters containing information subject to a Discovery Confidentiality Order: May be submitted by email to JSA_orders@njd.uscourts.gov.</p> <p>Telephone Conferences: Are permitted but must be initiated by letter informally outlining the issues to be discussed.</p> <p>Communications with the Court: Direct communication with law clerks is permitted as to procedural matters only.</p> <p>Courtesy copies: One courtesy copy of all submissions exceeding 20 pages should be sent by regular mail to chambers.</p> <p>Applications to amend or supplement pleadings: Counsel shall circulate any desired amendment and shall seek written consent of all parties, as per Federal Rule of Civil Procedure 15(a)(2), before pursuing amendment by motion. Any request for leave of the Court to file a motion to amend must contain a redlined version of the proposed amended pleading as an exhibit. If a party seeks to file a motion to amend after the deadline set by a Scheduling Order, that party must show good cause why the amendment could not have been sought earlier pursuant to Federal Rule of Civil Procedure 16.</p>

<p>Arpert, Hon. Douglas E.</p>	<p>Proposed Orders should be sent by email to dea_orders@njd.uscourts.gov, preferably in Word format. Proposed Orders filed with formal motions need not be sent.</p> <p>Standing Orders for Settlement Conferences: Unless specifically instructed otherwise by the Court, clients with full settlement authority are required to appear in person at the conference. Counsel alone, even if he or she possesses full settlement authority, is insufficient. The client must also appear in person unless the Court has specifically instructed otherwise.</p> <p>If a settlement memorandum is to be submitted, it must be emailed to chambers (dea_orders@njd.uscourts.gov) at least 3 business days before the scheduled settlement conference and should not exceed 4 pages in length.</p> <p>Courtesy Copies: By request of the Court only.</p> <p>Consent Orders may be emailed or faxed directly to chambers.</p> <p>Pro Hac Vice admission, if consented, may be done by consent order accompanied by supporting documents consistent with the requirements of Local Civil Rule 101.1(c). If not consented, follow regular motion procedure.</p> <p>Extensions of Time: Requests for extension of time must be in writing and must indicate whether all parties consent to the extension.</p> <p>Adjournment Requests shall only be considered if made at least 2 business days prior to a scheduled conference. The party seeking an adjournment should attempt to gain the consent of his or her adversary before submitting said request. The adjournment request should be made in writing and emailed to chambers (dea_orders@njd.uscourts.gov). The email should set forth the date of the conference, the basis for the adjournment request, whether the request is being made with consent and the length of adjournment being sought. Absent exigent circumstances, adjournment requests made the day of or before a conference shall not be granted.</p> <p>Telephone Conferences: Judge Arpert does not accept dial-in numbers for conference calls.</p> <p>Communications with the Court: Judge Arpert permits counsel to email any correspondence that would normally be mailed to chambers to: dea_orders@njd.uscourts.gov. Alternatively, correspondence (not exceeding 20 pages including attachments) may be faxed to chambers at (609) 989-0451. Correspondence should only be submitted to chambers via <u>one method</u>: e.g., correspondence emailed to chambers should not also be mailed or faxed, and correspondence faxed to chambers should not also be mailed or emailed.</p>
<p>Bongiovanni, Hon. Tonianne J.</p>	<p>Proposed Orders: Sent by e-mail to tjb_orders@njd.uscourts.gov in Word format. Orders on formally filed motions need not be sent.</p> <p>Standing Orders for Settlement Conferences: Unless specifically instructed otherwise by the Court, clients with full settlement authority are required to appear in person at the conference. Counsel alone, even if he possesses full settlement authority, is insufficient. The client must also appear in person unless the Court has specifically instructed otherwise.</p> <p>If submission of a settlement memorandum is required or, even if not required, a settlement memorandum will be submitted, it must be emailed to chambers (tjb_orders@njd.uscourts.gov) at least 3 business days before the scheduled settlement conference and should not exceed 5 pages in length.</p> <p>Courtesy Copy: By request of the court.</p> <p>Consent Orders: Emailed or faxed directly to chambers.</p> <p>Pro Hac Vice: If consented, may be done by consent order e-mailed or faxed to chambers. If not consented, follow regular motion procedure.</p> <p>Extensions of Time: If consented may be done by consent order. If not consented, follow regular motion procedure.</p> <p>Adjournment Requests shall only be considered if made at least 2 business days prior to a scheduled conference. The party seeking an adjournment should attempt to gain the consent of his adversary before submitting said request. The adjournment request should be made in writing and emailed to chambers</p>

	<p>(tjb_orders@njd.uscourts.gov). The email should set forth the date of the conference, the basis for the adjournment request, whether the request is being made with consent and the length of adjournment being sought. Absent exigent circumstances, adjournment requests made the day of or before a conference shall not be granted.</p> <p>Telephone Conferences: Judge Bongiovanni does not accept dial-in numbers prior to conference calls. If a dial-in number is necessary, then once all of the attorneys have dialed into a scheduled call, the party initiating the call shall contact chambers and provide the dial-in number at that time. In addition, to the extent a party intends to submit a status letter or discovery dispute in advance of a scheduled telephone conference, the letter must be submitted at least 3 business days prior to the conference. The letter may be emailed to chambers (tjb_orders@njd.uscourts.gov). Letters submitted after that date likely will not be reviewed or considered prior to or during the conference.</p> <p>Communications with the Court: Judge Bongiovanni permits counsel to email any correspondence that would normally be mailed to chambers to: tjb_orders@njd.uscourts.gov. Short submissions (not more than 20 pages including attachments) may be faxed to chambers at (609) 989-0435. Correspondence should only be submitted to chambers via one method: correspondence mailed to chambers should not also be faxed or emailed; similarly, correspondence emailed to chambers should not also be mailed or faxed; and correspondence faxed to chambers should not also be mailed or emailed. Judge Bongiovanni permits communications with her law clerks only as to questions regarding chambers' procedures and not as to any substantive matters.</p>
Clark, III, Hon. James B.	<p>Judge Assignment: Magistrate Judge Clark is teamed with Judges Cecchi and Arleo. Procedure to Admit Counsel Pro Hac Vice: When no party objects, Magistrate Judge Clark requires only a form of order with supporting documents consistent with the requirements of L. Civ. R. 101.1(c), including a certification of admission and good standing and a certification of local counsel stating that it shall comply with L. Civ. R. 101.1(c). Application may be made informally by letter, however, all submissions shall be electronically filed.</p> <p>Motion Practice: Discovery Disputes: No discovery motion shall be filed without leave of the Court. Magistrate Judge Clark requires the parties first meet their obligations under L. Civ. R. 37.1 to meet and confer to attempt to resolve discovery disputes without the court's intervention. Should counsel fail in this effort, the party raising the dispute should submit a brief letter (no more than 5 pages) advising the Court of the dispute and what actions have been taken to resolve the issues. The non-moving party should submit a response within two days (not to exceed 5 pages). Thereafter, Magistrate Judge Clark will either conduct an informal oral argument, enter an appropriate briefing schedule, or order the parties to meet and confer to prepare joint submissions.</p> <p>Motions to Amend: Must be accompanied by a red-lined proposed amended complaint as an exhibit outlining the proposed amendments.</p> <p>Communications with the Court: Magistrate Judge Clark will accept submissions of less than 20 pages by fax (973-645-3020). Direct communication with law clerks is permitted as to procedural matters only.</p> <p>Courtesy Copies: No courtesy copies necessary.</p> <p>Copies of Papers: Confidential settlement memoranda, joint discovery plans, discovery disputes with information subject to discovery confidentiality orders, and informal adjournment requests shall sent via fax or email at jbc_orders@njd.uscourts.gov. All other papers, all other discovery disputes, and proposed orders (submitted with cover letters), shall be electronically filed.</p> <p>Probation Report: Magistrate Judge Clark does not permit the defendant or counsel to review the Probation Department's recommendations as to a sentence.</p>

<p>Donio, Hon. Ann Marie</p>	<p>Judicial Preferences</p> <p>Procedure to Admit Counsel <i>Pro Hac Vice</i> – Magistrate Judge Donio requires the filing of a formal motion to admit counsel pro hac vice. The motion should indicate whether all counsel consent or if there is an objection. Counsel should follow L. CIV. R. 101.1(c) and the comment thereto.</p> <p>Confidentiality Orders - The parties are encouraged to use the form discovery confidentiality order found at Appendix S of the Local Rules. If the parties submit their own version of a confidentiality order, which differs from Appendix S, they must submit: (1) a clean version of the proposed order that is ready for signature, and (2) an additional version that shall indicate in what respect(s) it differs from Appendix S by bracketing or striking through materials to be deleted and underlining materials to be added.</p> <p>Motions to Seal – In addition to filing materials subject to a motion to seal with the Clerk pursuant to L. CIV. R. 5.3, a copy of such materials should be submitted to chambers in a sealed envelope marked “Courtesy copies of documents designated as confidential materials filed pursuant to L. CIV. R. 5.3.”</p> <p>Motions to Amend - Any motion to amend or supplement shall attach a proposed amended pleading and delineate how the proposed amended pleading differs from the pleading which it proposes to amend by either bracketing or striking through materials to be deleted and/or underlining additional materials. <i>See</i> L. CIV. R. 15.1(a)(2) (eff. 5/10/2017).</p> <p>Settlement Conferences – Refer to the document “Order Concerning Settlement Conferences” on the Court’s website for guidance.</p> <p>Telephone Conferences – Magistrate Judge Donio is amenable to telephone conferences in lieu of formal in-court hearings on motions and may conduct initial and status conferences by telephone.</p> <p>Adjournment Requests - The party seeking an adjournment should attempt to gain the adversary’s consent before submitting the request. The adjournment request should be made in writing and should set forth the date of the conference, the basis for the adjournment request, whether the request is being made with consent, and the length of adjournment being sought.</p> <p>Copies of Papers – Magistrate Judge Donio requires that a courtesy copy of briefs, letter memoranda, motion papers, and proposed orders be submitted to chambers for the Court’s convenience.</p> <p>Discovery Letters and Motions - Counsel shall meet and confer in a good faith attempt to informally resolve all discovery or case management disputes before seeking the Court’s intervention. <i>See</i> Local Civil Rule 37.1(a)(1). Absent exigent circumstances, the Court expects parties to "meet and confer" in-person, via telephone, or video conference before making a discovery application. Any dispute not resolved shall be brought to the Court’s attention by letter after counsel’s good faith attempt to resolve the dispute has failed and shall set forth in detail the specific efforts that were made to resolve the dispute before contacting the Court. No discovery motion shall be made without prior leave of Court. <i>See</i> Local Civil Rule 37.1(b).</p> <p>Extensions of Time - Any application for an extension of time beyond the deadlines set herein shall be made prior to expiration of the period sought to be extended and shall disclose in the application all such extensions previously obtained, the precise reasons necessitating the application showing good cause under FED. R. CIV. P. 16(b), and whether adversary counsel agree with the application.</p>
<p>Espinosa, Hon. André M.</p>	<ul style="list-style-type: none"> • Civil Case Management Order • Joint Discovery Plan • Court-ordered telephone conferences: Dial 866-434-5269 and enter access code 1874589#
<p>Falk, Hon. Mark</p>	<p><i>Judge Falk has the following preferences:</i></p> <p>Discovery and Case Management Disputes: Any discovery or case management dispute shall be raised informally as provided for in Local Civil Rule 37.1, following an actual meet-and-confer by the parties. If the parties are unable to agree, a short letter may be emailed to chambers at mf_orders@njd.uscourts.gov stating that there is a dispute and the subject matter of same. Detailed, multi-page letters should not be submitted. Upon receipt of any such letter, the Court will attempt to schedule a telephone conference within 24 hours to discuss the details of the dispute and make a more specific plan for how it should be addressed (e.g., formal motion, informal briefing, in-court meet and confer, etc.). Any letter submitted should be double-spaced.</p> <p>Motion Practice: No permission is required to file Rule 12(b) or Remand Motions. All other motions require Court approval. With respect to any motion to amend, a redlined proposed amended complaint shall accompany the motion.</p> <p>Letters and Proposed Orders - E-filed or submitted by email to mf_orders@njd.uscourts.gov</p> <p>Pro Hac Vice and Extension of Time Requests - If consented, may be done by consent order e-filed or</p>

	<p>emailed directly to chambers. If not consented, follow regular motion procedure.</p> <p>Joint Discovery Plan - Electronically filed and emailed to mf_orders@njd.uscourts.gov</p> <p>Courtesy Copies: None required</p> <p>Adjournment Requests: Should be made by letter, emailed to mf_orders@njd.uscourts.gov, at least 48 hours prior to the scheduled conference. Adjournment requests submitted inside 48 hours may not be considered absent good cause.</p>
<p>Goodman, Hon. Lois H.</p>	<p>Proposed Orders should be sent by email to chambers at lhg_orders@njd.uscourts.gov, preferably in WORD format.</p> <p>Courtesy Copies should NOT be mailed to Chambers unless specifically requested by the Court.</p> <p>Consent Orders should be emailed directly to chambers at the address above.</p> <p>Pro Hac Vice if consented may be emailed to chambers as a consent order to the address above with the appropriate certifications under <u>Local Civil Rule 101.1(c)</u>. If not consented, follow regular motion procedure.</p> <p>Confidential Settlement Statements should be emailed directly to chambers at the address above.</p> <p>Extensions of Time should be requested in writing and emailed to chambers at the address above. The party seeking an extension should attempt to gain the consent of his or her adversary before submitting said request. The correspondence should set forth the basis for the extension request, whether the request is being made with consent, and the length of extension being sought. Any request should include a proposed order for the Court's consideration.</p> <p>Adjournment Requests should be made in writing and emailed to chambers at the address above. The party seeking an adjournment should attempt to gain the consent of his or her adversary before submitting said request. The correspondence should set forth the date of the conference, the basis for the adjournment request, whether the request is being made with consent and the length of adjournment being sought.</p> <p>Motions to Seal must be filed electronically in accordance with <u>Local Civil Rule 5.3(c)</u>. A hardcopy of any document sought be sealed should also be mailed to chambers with the proposed redactions highlighted to facilitate the Court's review.</p>
<p>Hammer, Hon. Michael A.</p>	<p>One Courtesy Copy: One courtesy copy of motion papers and briefs sent by regular mail to chambers.</p> <p>Pro Hac Vice: Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.</p> <p>Proposed Orders: Electronically filed.</p> <p>Letters: Electronically filed.</p> <p>Joint Discovery Plan: Electronically filed.</p> <p>Confidential Memorandums: Faxed directly to chambers (973-776-7861)</p> <p>Please Note: Parties must contact chambers for approval before faxing any documents.</p>
<p>Kiel, Hon. Edward S.</p>	<p>Civil Case Management Order</p> <p>Joint Discovery Plan</p> <p>Order Concerning Citizenship of Unincorporated Business Organization</p>

<p>King, Hon. Sharon A.</p>	<p>Letters Requesting Extensions of Time and Adjournment Requests shall be made in writing, shall be filed electronically, and must indicate whether all parties consent.</p> <p>Standing Orders for Settlement Conferences: Unless specifically instructed otherwise by the Court, clients with full settlement authority are required to appear in person at the settlement conference.</p> <p>Each party shall submit a settlement memorandum by email at least two (2) business days before the scheduled settlement conference. The memorandum should not exceed five (5) pages in length, including exhibits. If additional exhibits are desired, parties may offer these exhibits during the conference. Email memorandum to njdnef_king@njd.uscourts.gov.</p> <p>Pro Hac Vice Motions in accordance with Local Rule 101.1(c) must be filed electronically. A courtesy copy shall be mailed to Chambers and must indicate whether all counsel consent.</p> <p>Motions to Seal in accordance with Local Civil Rule 5.3(c) must be filed electronically. A courtesy copy of any document sought to be sealed should also be mailed to chambers with the proposed redactions highlighted to facilitate the Court’s review.</p> <p>One courtesy copy of motion papers, briefs, and letter memoranda shall be mailed to Chambers upon request.</p>
<p>Skahill, Hon. Matthew J.</p>	<p>Unless otherwise directed, the Court will use telephone number 888-808-6929, access code 2170922# for all telephone conferences.</p> <p>COMMUNICATIONS WITH THE COURT: In civil cases, all written submissions to the Court, unless otherwise directed, should be filed electronically via ECF. Confidential settlement memoranda, however, should be submitted directly via email to njdnef_skahill@njd.uscourts.gov. Proposed joint discovery plans may also be submitted to this email address. Counsel may contact chambers by telephone with procedural questions but all questions regarding substantive matters should be in writing and electronically filed via ECF. Requests for extensions should be in writing and filed via ECF indicating whether opposing counsel consents. Submissions by fax will not be accepted without prior approval.</p> <p>COPIES OF PAPERS: Courtesy copies of papers should not be sent to Chambers unless specifically requested or the submission, including exhibits, exceeds 100 pages in length.</p> <p>PROCEDURE TO ADMIT COUNSEL PRO HAC VICE: Magistrate Judge Skahill requires full compliance with Local Civil Rule 101.1(c) and the filing of a formal motion to admit counsel pro hac vice. The motion should indicate whether all counsel consent or if there is an objection.</p> <p>MOTION PRACTICES: Dispositive Motions: Magistrate Judge Skahill follows the procedures of Local Civil Rule 7.1 and does not utilize special procedures with respect to dispositive motions.</p> <p>Motions to Seal: Magistrate Judge Skahill requires that counsel comply with Local Civil Rule 5.3(c).</p> <p>Motions to Amend: Motions to amend shall comply with Local Civil Rule 15.1. Counsel shall circulate any desired amendment and shall seek written consent of all parties, as per Federal Rule of Civil Procedure 15(a)(2), before pursuing amendment by motion. A motion to amend must contain a redlined version of the proposed amended pleading as an exhibit, as provided for in Local Civil Rule 15.1(a)(2). If a party seeks to file a motion to amend after the deadline set by a Scheduling Order, that party must show good cause why the amendment could not have been sought earlier.</p> <p>Schedule: Magistrate Judge Skahill does not hold oral argument on motions unless requested by the Court. The Court will advise the parties of the date and time of the argument and whether the argument will be held in-person or via a telephone conference. All reasonable efforts will be made to accommodate the schedule of counsel.</p> <p>Telephone Conferences: Magistrate Judge Skahill is amenable to telephone conferences, particularly on scheduling and discovery matters. Magistrate Judge Skahill requires counsel to meet and confer prior to requesting a conference to address discovery disputes. Magistrate Judge Skahill also typically requires letter</p>

	<p>memoranda in advance of the scheduled conference, as addressed further in the Court’s Pretrial Scheduling Order.</p> <p>Discovery Disputes: The protocol for raising discovery disputes is addressed by Magistrate Judge Skahill in the Pretrial Scheduling Order and at the initial conference. The Court requires counsel to meet all of their obligations under Local Rule 37.1 and to attempt to resolve discovery disputes by meeting and conferring in person or by speaking over the telephone. Discovery motions may be filed only upon leave of the Court and after the parties have proceeded in accordance with Local Rules 16.1 and 37.1 and the Court’s instructions in the Pretrial Scheduling Order.</p> <p>CONFIDENTIALITY ORDERS: The parties are encouraged to use the form discovery confidentiality order found at Appendix S of the Local Rules. If the parties submit their own version of a confidentiality order, which differs from Appendix S, they must submit: (1) a clean version of the proposed order that is ready for signature, and (2) an additional version that shall indicate in what respect(s) it differs from Appendix S by bracketing or striking through materials to be deleted and underlining materials to be added.</p> <p>SETTLEMENT CONFERENCES: Magistrate Judge Skahill will normally require counsel to submit a confidential settlement memorandum at least 3 business days prior to the settlement conference. Unless otherwise instructed, the settlement memorandum shall not exceed 10 double spaced pages. Counsel may also include exhibits or documents that they intend to refer to or rely on at the conference, which are truly necessary. Magistrate Judge Skahill expects that the submissions will include a candid discussion of the submitting party’s strengths and weaknesses in the case. The confidential settlement memoranda should be sent to njdnef_skahill@njd.uscourts.gov. Magistrate Judge Skahill requires the plaintiff (and defendant to any affirmative claim) to set out a written good faith demand prior to the conference. The defendant (or other responding party) is required to respond to that demand in writing. The demand and response should be conveyed to the Court as part of each counsel’s settlement conference submission. For in-person conferences, absent leave of the Court, Magistrate Judge Skahill requires that trial counsel and clients with full and complete settlement authority attend the conference in person and remain available for the duration of the conference. For telephonic/Zoom conferences, Magistrate Judge Skahill requires that parties with full and complete settlement authority also be available for the entire conference.</p> <p>FINAL PRETRIAL CONFERENCES: The parties should be prepared to engage in meaningful settlement discussions at the final pretrial conference. Therefore, at the conference, each party must be represented by an attorney who is vested with full settlement authority. Clients are to be present if directed by Magistrate Judge Skahill but must, in all circumstances, be on call so that any settlement proposals made at the conference can be immediately conveyed. For cases in the Camden vicinage, the parties shall review and follow the instructions and directives for preparing the joint final pretrial order in the Camden vicinage, which are accessible through the Court’s website: https://www.njd.uscourts.gov/sites/njd/files/pretrialorder%20camden.pdf Unless otherwise directed, the plaintiff shall be responsible for submitting the joint proposed final pretrial order no later than five business days before the conference.</p>
Waldor, Hon. Cathy L.	<p><u>Civil Case Management Order</u></p> <p><u>Template Scheduling Order - PDF</u></p> <p><u>Template Scheduling Order - MS Word</u></p>

<p>Wettré, Hon. Leda Dunn</p>	<p>Correspondence and written submissions not containing confidential information: Shall be electronically filed via CM/ECF. Documents shall not be submitted by facsimile unless otherwise directed.</p> <p>Confidential settlement letters and discovery dispute letters containing information subject to a Discovery Confidentiality Order: May be submitted by email to LDW_orders@njd.uscourts.gov.</p> <p>Formal motions, other than motions filed in lieu of an Answer under Federal Rule of Civil Procedure 12 and motions seeking remand that must be filed within thirty days of removal under 28 U.S.C. § 1447(c): Shall not be filed without prior leave from this Court. Full compliance with Local Civil Rules 16.1 and 37.1 will be expected.</p> <p>Courtesy copies: Two copies of motion papers on motions referred to this Court; one copy of any other submission exceeding 50 pages. Courtesy copies should be sent by regular mail to chambers.</p> <p>Applications to amend or supplement pleadings: Counsel shall circulate any desired amendment and shall seek written consent of all parties, as per Federal Rule of Civil Procedure 15(a)(2), before pursuing amendment by motion. Any request for leave of the Court to file a motion to amend must contain a redlined version of the proposed amended pleading as an exhibit. If a party seeks to file a motion to amend after the deadline set by a Scheduling Order, that party must show good cause why the amendment could not have been sought earlier.</p> <p>Pro hac vice: If consented, e-file a letter indicating consent and enclosing a proposed form of Order and supporting Certifications complying with Local Civil Rule 101.1(c).</p>
<p>Williams, Hon. Karen M.</p>	<p>Letters Containing Confidential Information may be submitted by email or fax, with the heading “CONTAINS CONFIDENTIAL INFORMATION” in bold typeface.</p> <p>Electronic submissions - All parties, with the exception of <i>pro se</i> parties, shall file all documents, in both civil and criminal matters, via ECF. All papers electronically submitted shall, to the extent possible, be submitted in a text-searchable PDF format.</p> <p>Courtesy Copy: As required in the Court’s Policy and Procedures, one courtesy copy of motion papers marked “Courtesy Copy,” shall be mailed to Chambers the same day the papers are filed on ECF.</p> <p>Faxes: Parties must contact Chambers for approval before faxing any documents. There is a three (3) page limit for all faxes unless otherwise approved by Chambers.</p> <p>Extensions of Time on Consent: May be faxed to Chambers (fax# 856-757-6846) or emailed to njdnef_Williams@njd.uscourts.gov.</p> <p>All Pretrial Submissions such as voir dire, jury instructions, and verdict sheets are to be on USB flash drive in Word format.</p> <p>Refer to the document Individual Judicial Preferences & Procedures for guidance on matters before the Hon. Karen M. Williams.</p>