

UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY JUDICIAL PREFERENCES	
U.S. DISTRICT JUDGES	JUDICIAL PREFERENCES
Hon. Renée Marie Bumb	<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>
Hon. Dennis M. Cavanaugh	<p>One Courtesy Copy: Motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”.</p>
Hon. Claire C. Cecchi	<p>One Courtesy Copy: Motion papers required, mailed directly to chambers.</p> <p>Pro Hac Vice: If consented, may be faxed to chambers; if not consented, follow regular motion procedures (electronically with courtesy copy mailed to chambers).</p> <p>Consent Orders: Faxed to chambers.</p> <p>Extension of Time: If consented may be faxed to chambers; if not consented, follow the regular motion procedure (electronically with courtesy copy mailed o chambers).</p>
Hon. Stanley R. Chesler	<p>Courtesy Copies: Motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Mary Little Cooper	<p>One Courtesy Copy: Motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”. Exhibits to documents must be tabbed.</p>
Hon. Dickinson R. Debevoise	<p>One Courtesy Copy: Motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or hand delivery to chambers.</p>
Hon. Katharine S. Hayden	<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>
Hon. Noel L. Hillman	<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>

Hon. Faith S. Hochberg	One Courtesy Copy: Motion papers, briefs, letter memoranda, and proposed orders, sent by regular mail to chambers and by email to njdnef_hochberg@njd.uscourts.gov in Microsoft Word format.
Hon. Joseph E. Irenas	Courtesy Copies: One courtesy copy of all motion papers, briefs, letter memoranda, and proposed orders in excess of 30 pages in total should be sent to chambers by regular mail or a delivery service and marked “courtesy copy”.
Hon. Robert B. Kugler	Courtesy Copies: Motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.
Hon. Jose L. Linares	One Courtesy Copy: Motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”. Proposed Orders: Motions and routine proposed orders should also be submitted to chambers by email to njdnef_linares@njd.uscourts.gov in Word Perfect format. Further, the case name and docket number should be included in the subject line.
Hon. William J. Martini	All Submissions: Including correspondence, must be electronically filed via CM/ECF. All Requests: Should be accompanied by a proposed order. 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. 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. No Submissions will be accepted via fax or email without the express consent of chambers
Hon. Kevin McNulty	All submissions: Including correspondence, must be electronically filed via CM/ECF. One Courtesy Paper Copy: Of all motion papers, marked “Courtesy Copy,” should be sent to chambers by regular mail or by hand. Proposed Orders and Jury Charges: An additional copy, in Microsoft Word or WordPerfect format, should be emailed to: njdnef_mcnulty@njd.uscourts.gov . Email subject line and file name in this format: 12-3456 Smith v Jones Proposed (order/jury charge).
Hon. Joseph H. Rodriguez	One Courtesy Copy: Of all papers sent by regular mail to chambers. Jury Charges: On disk in Word Perfect format. Chambers does not accept faxes or e-mail.
Hon. Esther Salas	Proposed Orders: All correspondences and proposed orders must be submitted per ECF. One Courtesy Copy: Of motion papers. Extensions of Time: If consented to may be done via consent order and must be submitted per ECF.

<p>Hon. Peter G. Sheridan</p>	<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>
<p>Hon. Michael A. Shipp</p>	<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>
<p>Hon. Jerome B. Simandle</p>	<p>Courtesy Copies: Of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
<p>Hon. Anne E. Thompson</p>	<p>One Courtesy Copy: Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax (609-989-2007) to chambers.</p>
<p>Hon. William H. Walls</p>	<p>Courtesy Copies: Of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p>
<p>Hon. Susan D. Wigenton</p>	<p>Courtesy Copies: Of motion papers as required in the Court’s Policy & Procedures mailed to chambers marked “Courtesy Copy”.</p> <p>Jury Charges: On disk in Word Perfect format one week before trial.</p>
<p>Hon. Freda L. Wolfson</p>	<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@njd.uscourts.gov in Word Perfect format. The subject line of the email should state “Proposed Order” or “Jury Charge” and include the docket number. Extention of Time: If consented may be faxed to chambers (fax#609-989-0496) or emailed to njdnef_wolfson@njd.uscourts.gov</p>

<p style="text-align: center;">U.S. MAGISTRATE JUDGES</p>	<p style="text-align: center;">JUDICIAL PREFERENCES</p>
<p>Hon. Madeline Cox Arleo</p>	<p>One Courtesy Copy: Of all motion papers required, mailed directly to chambers.</p> <p>Pro Hac Vice: If consented, may be faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p>Consent Orders: Faxed to chambers.</p> <p>Extensions of Time: If consented may be faxed to chambers; if not consented, send letter to chambers via e- filing and regular mail.</p>
<p>Hon. Douglas E. Arpert</p>	<p>Proposed Orders: Sent by email to dea_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p>One Courtesy Copy: Of all motion papers referred to this Court, mailed directly to chambers.</p> <p>Consent Orders: Emailed or faxed directly to chambers.</p> <p>Pro Hac Vice: If consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p>Extensions of Time: If consented may be done by consent order; if not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>
<p>Hon. Tonianne J. Bongiovanni</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>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>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.</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’s procedures and not as to any substantive matters.</p>

Hon.
James B.
Clark, III

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 by informally by letter.

Motion Practice:

Formal Motions: No formal motions, other than motions under Fed. R. Civ. P. 12, are permitted unless a letter setting forth the basis for such motion and a request for a telephone conference precedes the motion.

Dispositive Motions: Magistrate Judge Clark requires that the procedures of L.Civ.R. 7.1 be followed for all motions and does not utilize special procedures for dispositive motions. Requests for adjournments must be made in writing.

Schedule: Magistrate Judge Clark does not convene a regular calendar. Motions are scheduled on dates and times that are convenient to all parties, often on short notice.

Telephone Conferences: Magistrate Judge Clark is amenable to telephone conferences on scheduling and discovery matters, to be initiated by letter informally outlining the issues to be discussed. Telephone conferences are generally not permitted for Rule 16 conferences and Final Pretrial Conferences.

Discovery Disputes: 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.

Motions to Seal: Magistrate Judge Clark prefers that a copy of the materials a party seeks to seal be submitted to Chambers in a sealed envelope marked "Confidential Materials subject to Motion to Seal." In addition, the submission shall: (1) state whether or not there is any opposition to the request to seal the specific documents and, if so, the document(s) that they oppose sealing and the reason(s) for the opposition; (2) include both the pages of the document(s) the movant seeks to have sealed and a proposed redacted version; (3) include a chart identifying the document and explaining: (a) the legitimate private or public interests which warrant the relief sought; (b) the clearly defined and serious injury that would result if the relief sought is not granted; (c) why a less restrictive alternative to the relief sought is not available, see L.Civ.R. 5.3(c)(2); and (4) include a proposed form of order that lists with specificity each entry for which sealing is sought.

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.

Copies of Papers: Magistrate Judge Clark requires that one courtesy copy of briefs, letter-memoranda, motions papers and proposed orders be submitted directly to Chambers for the Court's convenience. Delivery may be by mail, or where reasonable in length, by fax at (973-645-3020). Counsel may submit confidential settlement letters, discovery disputes with information subject to discovery confidentiality orders, and informal adjournment requests directly to Chambers via fax or email at njdnef_clark@njd.uscourts.gov. All other papers, including joint discovery plans, all other discovery disputes, and proposed orders (submitted with

	<p>cover letters), shall be electronically filed.</p> <p>Trial Practices: <i>Jury Selection:</i> Counsel should contact Courtroom Deputy Marquis Whitney regarding jury selection. <i>Exhibits:</i> Magistrate Judge Clark does not send narcotics or weapons into the jury room. If jurors wish to see such an exhibit during deliberations, the Magistrate Judge will discuss with counsel whether to send it into the jury room with a deputy marshal or to permit them to see it in open court. The attorneys for the parties are generally ordered to maintain custody of all exhibits during trial. <i>Conference with Jurors:</i> Magistrate Judge Clark has no fixed practice as to meeting with jurors after a verdict. Probation Report: Magistrate Judge Clark does not permit the defendant or counsel to review the Probation Department’s recommendations as to a sentence. Particular Concerns: Magistrate Judge Clark emphasizes that L.Civ.R. 16.1(g)(1) and 37.1(b)(1) require actual discussion with adversary counsel in a genuine effort to resolve discovery and case management disputes. Trial counsel and clients with full settlement authority must attend all settlement conferences in person, absent leave of court.</p>
<p>Hon. Joseph A. Dickson</p>	<p>Proposed Orders: E-filed or faxed directly to chambers (973-645-4549). One Courtesy Copy: Of all motion papers referred to this court, mailed directly to chambers. Consent Orders: Faxed directly to chambers. Pro Hac Vice: If consented, may be done by consent order e-filed or faxed directly to chambers. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers). Extensions of Time: If consented, may be done by consent order. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers). Joint Discovery Plan: Electronically filed.</p>
<p>Hon. Ann Marie Donio</p>	<p>One Courtesy Copy: Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296). Extensions of Time: If consented to, may be done by consent order.</p>
<p>Hon. Mark Falk</p>	<p>One Courtesy Copy: Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097).</p>

<p>Hon. Lois H. Goodman</p>	<p>Proposed Orders: Sent by email to lhg_orders@njd.uscourts.gov preferably in Word Perfect format.</p> <p>One Courtesy Copy: Of all motion papers referred to this Court, mailed directly chambers.</p> <p>Consent Orders: Emailed or faxed directly to chambers.</p> <p>Pro Hac Vice: If consented, may be done by consent order emailed or faxed to chambers; if not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p>Extensions of Time: If consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>
<p>Hon. Michael A. Hammer</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>Hon. Steven C. Mannion</p>	<p>One Courtesy Copy: Of all non-dispositive motions mailed directly to chambers.</p> <p>Proposed Orders: Filed with ECF.</p> <p>Extensions of Time: If consented, may be submitted via fax to 973-645-4412. If not consented, follow regular motion procedure.</p> <p>Pro Hac Vice: If consented, may be submitted via ECF. If not consented, follow regular motion procedure.</p> <p>Fax: Parties must contact chambers for approval before faxing any documents. There is a page limit of five (5) pages for all faxes unless otherwise approved by chambers.</p>

<p>Hon. Joel Schneider</p>	<p>One Courtesy Copy: Of motion papers, briefs, letter memoranda and correspondence with an indication the original document was efiled. Faxes: Are accepted (856-757-5355). Extensions of Time: Unless a motion is required, extension of time requests must be presented in a letter with an indication whether all counsel consent. Pro Hac Vice: Please follow regular motion procedure and state if all counsel consent. Extensions of Time: Unless a motion is required, all requests must be in writing with an indication whether all parties consent.</p>
<p>Hon. Cathy L. Waldor</p>	<p>Courtesy Copies: No courtesy copies needed. Proposed Orders: E-filed. Consent Orders: E-filed. Extensions of Time: If consented, may be done via consent order; if consent cannot be obtained, please follow the regular motion procedure. Pro Hac Vice: E-filed formally as a Motion to Appear Pro Hac Vice. Parties should make every effort to obtain consent. If consented to, motion should include proposed Consent Order. Motions: E-filed formally following regular motion procedures. Motions to Amend: Must be accompanied by red-lined proposed amended complaint as an exhibit outlining the proposed amendments. Joint Discovery Plans: Sent to chambers via fax at: (973) 776-7865. Confidential Memorandums: Sent to chambers via fax at: (973) 776-7865. Letters: E-filed or sent via fax; not by mail.</p>
<p>Hon. Karen M. Williams</p>	<p>One Courtesy Copy: of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers. Pro Hac Vice: Follow regular motion procedure. Communications with the Court: Counsel may send short submissions (10 pages or less) by email or fax only with advance permission. Counsel may email or fax joint discovery plans and confidential letters without advance permission. Joint Discovery Plans: Faxed to chambers.</p>