

**UNITED STATES DISTRICT COURT
FOR THE
WESTERN DISTRICT OF TENNESSEE**

LOCAL RULES

Order No. 3, 2023

Case No. 23-36
*Order Revising Local Rule 83.2(a) Pursuant to the Guidelines for
Cameras Pilot Project in the District Courts*

Order No. 3, 2023

Case No. 23-2:
Order Revising Local Rule 83.8(a)(1) Assignment of Cases

Order No. 49, 2024

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UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE

LOCAL RULES
CIVIL

- NT"30 Ueqr g'qh'yj g'Twgu
- NT"50 Ekxkl'Eqxgt"Uj ggv
- NT"504 Grgextqple'Ecug'Hkpi "Rtqegf wtgu"
"
- NT"505 Eqo o gpego gpv'qh'Cevkqpu/"F kxkukqp'qh'Eqwtv
"
- NT"60"" Uwo o qpu"cpf "Ugtxleg"qh'Rtqegu
"
- NT70 Cf qr vqp"qh'Grgextqple'Ecug'Hkpi "GEHö+
- NT704 P qp/Grgextqple'Hkpi "cpf "Ugtxleg'hqt'Rtq'Ug'Rctvku
- NT80 Vko g
- NT90 I gpgtcn'Hqto cv'qh'Rcr gtu'Rtgugpvgf 'hqt'Hkpi
- NT904 O qvqpu
- NT"905 O qvqpu'hqt "Tgxkukqp'qh'kvgtmqewqt { "Qtf gtu
- NT330 Uki pcwtgu
- NT"340 O qvqpu"vq"F kuo kuu
- NT380 Hgf 0T0Ekx0R038'Rtgvtkcn'cpf "Uej gf wkpi "Eqphgtgpegu"cpf "Qtf gtu
- NT"3804 Rtgvtkcn'cpf "Uej gf wkpi "Eqphgtgpegu" Cngtpevkg"F kur wvg" T guqrvkqp
- NT"3805 Vtkcn'O go qtcpcf c

NT"3806 Vtkcn'Eqpvpwcpogu

NT"450B F guki pcvkqp"qh"öEmcuu'Cevkqpuö

NT480B F kueqxt { 'kp'Ekkki'Ecugu

NT"650B Rtqegf wtgu'cv'J gctkpi u'cpf "Vtkcnu

NT"670B"" Uwdr qgpcu'kp'Ekkki'Cevkqpu

'NT"690B Lxtkgu

NT"740B" Rquv/vtkcn'Rtqr qugf "Hkpf kpi u'qh'Hcev'('Eqpenwukqpu'qh'Ncy " /'P qp/Lxt { 'Ecugu

NT760B Equu.'Cwqtpg{au'Hggucpf 'Rc{o gpv'qh'Lwf i o gpv'kp'Ekkki'Ecugu

NT"780B O qvkqpu'hqt"Uwo o ct { 'Lwf i o gpv

NT"87 Kplwpevkqpu

NT890B Kpxguwo gpv'qh'Tgi kwt { 'Hwpu

NT940B Twgu'I qxgtkpi 'F wkgu'qh'cpf 'Rtqeggf kpi u'Dghqtg'O ci kwtcvg'Lwf i gu

NT"9904" Engtm'qh'yj g'Eqwv

NT"9; 0B Tgo qxcn'qh'Eqwv'Hkrgu

NT": 20B""Eqwv'Tgr qtvtu'cpf "Vtcpuetr u

NT: 50B Dcpntwr w { 'Cr r gcu

NT: 504 Rj qvqi tcr j kpi ."Dtqcf ecukpi "cpf "Vgrgr j qp {

NT: 506 Cwqtpg{u"ö"Cfo kukqp

NT: 507 Cwqtpg{u/"Y kj f tcy cnlhtqo "Tgr tgugpvcvkqp

- NT: 508 Eqpvcvki 'Lxf i gu'cpf 'Eqwtv'Rgtuqppgn
- NT: 509 Ekxki'*Pro Bono* Rcpgrl'ht'*Pro Se* Kpf ki gpv'Rctvkgu
- NT: 50 Cuuki po gpv'qh'Ecugu
- NT: 5085 Ugwgo gpw'/'P qvkg"

LOCAL RULES
CRIMINAL

- NEtT340 O qvkgpu'kp'Etko kpcn'Ecugu
- NEtT380 F kvexgt { 'Rtqegf wtgu'kp'Etko kpcn'Ecugu
- NEtT540 Rtqegf wcn'Ugr u'ht'Ugpgpelki
- "
- "
- "
- Cr r gpf kz'C
- Cr r gpf kz'D
- Cr r gpf kz'E
- Cr r gpf kz'F "

CIVIL

**LR 1.1
SCOPE OF THE RULES**

- *c+ "Vkrg"cpf "Ekcvcqp0 Vj gug"twrgu"uj cm'dg"mpqy p"cu"vj g"Nqecn"Twrgu"qh"vj g"Wpkgf "Uvcygu F kwtlev"Eqwtv"ht"vj g"Y guvtp "F kwtlev"qh"Vgppguugg0"Vj g{ "uj cm'dg"ekgf "cu"NT "aaaa"ht ekxkn'twrgu"cpf "NEtT"aa"ht"etko kpcn'twrgu0
- *d+ "Ghgevkxg"Fcvg<VtcpukskpcnRtqxkukqp0Vj gug"twrgu'dgeqo g'ghgevkxg"qp"O ctej '3.'4233.'cpf uj cm'i qxgtp"cm'cevkqpu"cpf "r tqeggf kpi u'r gpf kpi "qp"qt"eqo o gpegf "chgt"vj g{ "vcng"ghgev. gzeqr v"vq"vj g"gzvppv."kp"vj g"qr kpkqp"qh"vj g"Lwf i g"vq"y j qo "vj g"ecug"ku"cuuki pgf. "vj gkt cr r rkecvkp"kp"cp"cevkqp"qt"r tqeggf kpi "r gpf kpi "qp"vj cvf cvg"y qwf "pqv'dg'hgcukdng"qt"y qwf y qtn'cp"kp'lwukg0
- *e+ "Ueqr g'qh"Twrgu<Eqputwevkqp0 Vj gug"twrgu"lwr gtugf g'cmi' tgxkqwa'twrgu'r tqo wri cvgf "d{ "vj ku Eqwtv"qt"cp{ "Lwf i g'qh"vj ku"Eqwt0"
- *f+ "Tghgtgpeg"vq"Engtn0Vj g"vgo "õEngtnõ"cu'wugf 'j gtgk'p'tghgtu"vq"vj g'Engtn'qh"vj g'Eqwtv"wprguu ur gekk'ecm{ "ucvfg"qyj gty kug0
- *g+ "F gxcvkqp"htqo 'Nqecn"Twrgu0"D{ "qtf gt"gpvgtgf "kp"cp{ "ecug."vj g'Eqwtv0 c{ 'f gxcvq"htqo "cp{ r tqxkukqp"qh'cp{ "Nqecn"Twrgu"qh"vj ku"Eqwtv."y j gp'cr r tqr tkcvq"ht"vj g'p'ggf u'qh"vj g'ecug"cpf "vj g cf o kpkwtcvkp"qh'lwukg0

**LR 3.1
CIVIL COVER SHEET**

Gxgt { "eqo r m'kp'vt"qyj gt "f qewo gpv'kpk'k'v'kpi "qt"t'go qxlkpi "c"ekxkn'cevkqp"qt"r tqeggf kpi. "gzeqr v'r tq ug"ecugu."uj cm'dg"cee'eqo r cplgf "d{ "c"eqo r r'v'gf "ekxkn'eqxgt"uj gg0"Vj g"ekxkn'eqxgt"uj gg'v'uj cm'dg u'wdo kwgf "qp"c"htqo "LU/66"qdv'k'p'gf "htqo "vj g'Engtn'qt"htqo "vj g'Eqwtv"y' gdukg. y y y 0py f 0ueqwtu0 qx.

Kp"ugevkqp"XKKKqh"vj g"LU/66"htqo. "c"õ't'grcv'gf "ecug0"ku"qpg"vj cv<"*3+"t'grcv'gu"vq"r tqr gtv{ kpxqrxgf "kp"cp"gctrkgt"pwo dgtgf "ecug."*4+"ctkugu"qww'qh"vj g"uco g"v'cpu'cevkqp"qt"qeev't'gpeg"cpf kpxqrxgu"qpg"qt"o qtg"qh"vj g"uco g'r ct'v'gu"cu"cp"gctrkgt"pwo dgtgf "ecug."qt"*5+"kpxqrxgu"vj g'x'crk'kv{ qt"kp'ht'kpi go gpv'qh"r cvgp'v'ku'wg"kp"cp"gctrkgt"pwo dgtgf "ecug0

**LR 3.2
ELECTRONIC CASE FILING PROCEDURES**

Vj g"r tqegf w'gu"ht"gr'ev't'p'le"hk'kpi u"ctg"ugv"ht"vj "kp"vj g"Gr'ev't'p'le"Ecug"hk'kpi "Rq'ntekgu"cpf Rtqegf w'gu"O cpwcn"y j kej "ku"cv"CRRGPF KZ" C"vq"vj gug"Twrgu0

LR 3.3
COMMENCEMENT OF ACTIONS - DIVISION OF COURT

*c+ " F kxkukqpu'qh'Y guvgt'F kxkukq'Y'Ugg'4: "WUE0E345-0"
 Vj g'Gcuvgt'F kxkukq'qh'yj g'Y guvgt'F kxkukq'uj cm'dg'eqo r tkugf "qh'yj g'hqmy kpi "eqwvku<
 Dgpvq. "Ecttqm "Ej guvgt. "Etqengw. "F gecwt. "F {gt. "I kduqp. "J ctf go cp. "J ctf kp. "J c{y qqf .
 J gpf gtuqp. "J gpt{ . "Ncng. "O eP ck { . "O cf kuqp. "Qdkq. "Rgtt { "cpf "Y gcmg{ 0

Vj g'Y guvgt'F kxkukq'uj cm'dg'eqo r tkugf "qh'yj g'hqmy kpi "eqwvku<"Hc{ gwg. "Ncwf gtf cng.
 Uj gnd{ "cpf "Vkr vqp0

*d+ " Cevkqpu'uj cm'dg'eqo o gpegf "kp'yj g'f kxkukq'qh'yj g'F kxkukq'Eqwt'ugv'htj "kp'4: "WUE0E
 345."cu'hqmy u<

*3+"C"ekxki'cevq"ci cku'c'ukpi ng'f ghgpf cpvt'gukf kpi "kp'yj g'F kxkukq'v'o c{ "dg'dtqwi j v'kp
 gkj gt 'yj g'f kxkukq'y j gtg'yj g'f ghgpf cpvt'gukf gu. "qt'kp'yj g'f kxkukq'kp'y j lej 'yj g'ercko "ctqug
 qt'yj g'gxgpv'eqo r rkp'gf "qh'qeewtgf 0

*4+"C"ekxki'cevq"ci cku'v'o wnr ng'f ghgpf cpw'b c{ "dg'dtqwi j v'kp"cp{ "f kxkukq'qh'yj g
 F kxkukq'kp'y j lej "qpg'qh'yj g'f ghgpf cpw't'gukf gu. "qt'kp'yj g'f kxkukq'kp'y j lej 'yj g'ercko "ctqug
 qt'yj g'gxgpv'eqo r rkp'gf "qh'qeewtgf 0

*5+"K'pq'f ghgpf cpvt'gukf gu'kp'yj g'F kxkukq.'yj g'cevq'uj cm'dg'hr'f "kp'gkj gt 'yj g'f kxkukq'kp
 y j lej "cp{ 'r rkp'wh't'gukf gu. "qt'yj g'f kxkukq'kp'y j lej 'yj g'ercko "ctqug"qt'yj g'gxgpv
 eqo r rkp'gf "qh'qeewtgf 0

*6+"Hqt'r wtr qugu'qh'yj ku'twng. "c'eqtr qtcvq'uj cm'dg'f ggo gf "vq'dg'c't'gukf gpv'qh'yj g'f kxkukq
 kp'y j lej "kv'j cu'ku'r tkpek cnr rneg'qh'dwukpguu'kp'yj g'F kxkukq.'kh'kv'j cu'c'r rneg'qh'dwukpguu'kp
 yj g'F kxkukq'0

*7+"Hqt'r wtr qugu'qh'yj ku'twng. "yj g'Wpk'gf "Ucv'g. "hgf gtcn'ci gpekgu. "yj g'Ucv'g'qh'Vgppguugg.
 cpf "ci gpekgu'qh'yj g'Ucv'g'ctg'f ggo gf "pqp/t'gukf gpw'qh'yj g'F kxkukq'0"Ucv'g'qt'hgf gtcn
 qh'heknu'lqk'gf "uqrng' "kp'yj gk'qh'hekncr'cekkgu'ctg'f ggo gf "t'gukf gpw'qh'yj g'f kxkukq'kp
 y j lej "yj g{ 'r gthqto "yj gk'f wkgu0

*8+"P qy kj ucpf kpi "yj g'cdq'xg'r tqxkukqpu."cp{ "cevq'uggnkpi "vq'gucdr'kuj "cp'kp'vgt'guv'kp
 tgcnr tqr gtv' 'uj cm'dg'hr'f "kp'yj g'f kxkukq'kp'y j lej 'yj g'tgcnr tqr gtv' "ku'hqecv'gf 0

*e+ " Vj g'hk'kpi "qh'cp'cevq'kp'cp'ko r tqr gt'f kxkukq'uj cm'pqv'eqpukw'wg'i tqw'pf u'hqt'f kuo ku'cn'qh
 yj g'cevq'0"K'cp'cevq'ku'dtqwi j v'kp'cp'ko r tqr gt'f kxkukq.'yj g'Eqwt'uj cm'v'cpuhgt'yj g
 cevq'v'c'r tqr gt'f kxkukq'w'qp'o q'vq'qh'c'r ctv'0"Vj g'Eqwt'v'cnu'0 c{ . "kp'ku'f kuet'g'k'q.
 v'cpuhgt'yj g'cevq'v'c'p'q'v'gt'f kxkukq'ht'yj g'eqpx'gpk'gpeg'qh'yj g'Eqwt'v.'r ct'v'gu. "y k'p'guugu.
 qt'kp'yj g'kp'vgt'guv'qh'l'w'w'kg0

*f+ Cm'ekxkri'ecugu'uj cm'dg'tk'gf 'kp'y j lej 'y g'ecug'ku'hk'gf 'wprguu'yj g'Eqwtv wcpuhgtu'yj g'ecug'v'cpqj gt'f'kxkukqp0

*g+ Y gungtp'F kumlev'/'F {gtudwti 0Eqwpugn'ht'c'r ctv' 'v'c'ekxkri'cev'kqp'r gpf kpi 'kp'y g'Gcuvgtp F kxkukqp'y j q'f'gukt'g'y cv'yj g'cev'kqp'dg'tk'gf 'cv'F {gtudwti 'o wuv'hk'g.'y kj kp'36'f'c' {u'ch'gt cpuy gtu'j cxg'dggp'hk'gf 'v'c'm'cuugt'v'f' 'em'ko u.'c't'gs wguv'yj cv'yj g'cev'kqp'dg'r m'egf 'qp'yj g F {gtudwti 'v'kcn'f'qengv'0'Vj g't'gs wguv'o wuv'ugv'qww'yj g't'gcu'pu'yj g't'gh'qt' 'cpf' 'o wuv'eqp'v'k'p'c' egt'v'k'hec'v'g'yj cv'k'yj cu'dggp'ugt'x'gf 'qp'c'm'r' ct'v'ku'v'q'yj g'cev'kqp'0'c't'gur qpug'v'q'yj g't'gs wguv o wuv'dg'hk'gf 'p'qv'w'v'gt'yj cp'36'f'c' {u'ch'gt'yj g't'gs wguv'ku'ugt'x'gf . 'cpf' 'k'o wuv'uc'v'g'yj g't'gcu'pu h'qt' 'qdl'g'ev'k'p'v'q'yj g't'gs wguv' 'h'c'p' { . 'cpf' 'o wuv'eqp'v'k'p'c' egt'v'k'hec'v'g'yj cv'k'yj cu'dggp'ugt'x'gf 'qp c'm'r' ct'v'ku'0' 'T'gs wguv' 'cpf' 't'gur qpugu'yj cm'dg'ug'r' ct'v'gn' 'h'k'gf' 'cpf' 'uj' cm'p'qv'dg'k'pen'w'f' gf 'kp qy' gt'r' m'eg'f' kpi u'0'Vj g'Eqwt'v'y km't'w'g'qp' 'uwej' 't'gs wguv'yj kj qw'cti' wo gp'0'Vj g'Eqwt'v'qp'ku qy' p'o q'v'k'p' 'o c' { 'r' m'eg' 'ekxkri'ecugu'qp'yj g'F {gtudwti 'f'qeng'v'ht'qo 'g'k'yj gt'f'kxkukqp0

LR 4.1¹
SUMMONS AND SERVICE OF PROCESS

*c+ Ugt'x'leg'0'Y j g't'g'c'r' m'kp'v'h'h'j cu'dggp'i' t'cp'v'f' 'm'c'x'g'v'q'r' t'q'eg'gf' 'kp'h'q'to' 'c'r' c'w'r' g't'ku.'y'j g'WUO' O'ct'uj' cn'lj' cm'd'g'f' k't'ge'v'f' 'v'q'ugt'x'g'yj g'u'wo o q'pu'c'p'f' 'eqo' r' m'kp'v.'r' w'u'w'c'p'v'v'q'4: 'WUUE0E' 3; 37*f' + 'c'p'f' 'H'g'f' 0'T'0'E'k'0'R'0'6* 'e' + *5+ . 'c'h'g't' 'y'j g'Eqwt'v'yj cu'h'k'u'v't'g'x'k'y' gf 'y'j g'eqo' r' m'kp'v'v'q' f'g'v'to' k'p'g'y' j' g'y' gt' 'u'w'c' 'u'r' q'p'v'g'f' k'uo' k'u'c'n'w'p'f' gt' 'u'g'ev'k'p'3; 37*g' + *4+ 'k'u'c'r' r' t'q'r' t'k'ev'g'0'

d+ Y' c'k'x'g't' 'q'h' 'Ugt'x'leg'0'Vj g'r' t'q'x'k'k'q'p' 'h'q't' 'y' c'k'x'g't' 'q'h' 'ugt'x'leg' 'kp' 'H'g'f' 0'T'0'E'k'0'R'0'6 'f' + 'uj' cm'p'qv' c'r' r' n'f' 'kp' 'ecugu' 'h'k'gf' 'd' { 'r' m'kp'v'h'h' 'r' t'q'eg'gf' k'pi' 'kp'h'q'to' 'c'r' c'w'r' g't'ku'0'k'p' 'cm' 'uwej' 'ecugu.'y'j g'WUO' O'ct'uj' cn'lj' cm'ugt'x'g'yj g'u'wo o q'pu'c'p'f' 'eqo' r' m'kp'v'w'r' q'p'yj g'Eqwt'v'v'f' k't'ge'v'k'p'v'q' 'f' q' 'u'q'0'

LR 5.1
ADOPTION OF ELECTRONIC CASE FILING (ECF)

*c+ G'h'g'ev'k'x'g' 'L'c'p'w'c't' { '3. '4228. 'c'm'r' c'r' g't'u' 'kp' 'cm' 'ecugu' 'cev'k'g' 'cu' 'q'h' 'y' 'cv'f' 'cv'g' 'qt' 'eqo' o' g'p'ek'pi' 'qp' 'qt' 'ch'gt' 'y'j 'cv'f' 'cv'g.' 'k'p'en'w'f' k'pi' 'c'm' 'ek'x'k'n' 'et'ko' k'p'c'n' 'c'p'f' 'o' k'ue'g'm'c'p'g'q'w'u' 'ecugu.'uj' cm'd'g' 'h'k'gf' g'r'g'ev't'q'p'le'c'm' { 'y'j' t'q'w'i' j' 'y'j g'Eqwt'v'u' 'G'r'g'ev't'q'p'le' 'E'c'ug' 'H'k'k'p'i' '5'GE'H'0' + 'u' { 'u'g'o' 0' 'G'z'eg'r' 'v'k'p'u'v'q' 'y'j' k'u' 'o' 'c'p'f' 'c'v'q't' { 'g'r'g'ev't'q'p'le' 'h'k'k'p'i' 'uj' cm'd'g' 'q'p'n' { 'w'r' q'p' 'q't'f' g't' 'q'h' 'y'j g'Eqwt'v'r' w'u'w'c'p'v'v'q' 'o' q'v'k'p' h'q't' 'i' q'q'f' 'ec'w'ug' 'uj' q'y' p' 'q't' 'uj' cm'd'g' 'y'j' q'ug' 'g'z'eg'r' 'v'k'p'u' 'r' t'q'x'k'f' gf' 'w'p'f' g't' 'E'q'w't'v'r' q'r'le' { . 'y'j' k'ej' i' g'p'g't'c'm' { 't'g'n' 'v'g' 'v'q' 'i' t'c'p'f' 'l'w' { 'o' c'w'g't'u.' 'r'ey' 'g'p'h'q't'eg'o' g'p'v'cev'k'x'k'k'g'u.' 'c'p'f' 'k'p'x'g'u'k'i' c'v'q't' { 'r' t'q'eg'gf' k'pi' u'0

*d+ O' c'p'f' c'v'q't' { 'g'r'g'ev't'q'p'le' 'h'k'k'p'i' 'c'n'q' 'c'r' r' n'g'u'v'q' 'ecug' / 'k'p'k'c'v'k'p'i' 'r' c'r' g't'u.' 'uwej' 'cu' 'ek'x'k'i' 'eqo' r' m'kp'w' et'ko' k'p'c'n' 'eqo' r' m'kp'w.' 'k'p'f' 'k'ew'o' g'p'w.' 'k'p'h'q'to' c'v'k'p'u' 'c'p'f' 'q'y' g't' 'f' 'q'ew'o' g'p'u' 'h'k'gf' 'y'j' k'y' 'y'j' g'Eqwt'v' y'j' c'v'et'g'c'v'g'u' 'c' 'p'g'y' 'ecug' 'c'p'f' 'p'g'y' 'ecug' 'p'w'o' d'g't' 'q'p' 'y'j' g'Eqwt'v'u' 'f' q'eng'v'0' 'C'p' 'c'r' r' g'c'n'v'q' 'y'j' g'

Eqwtv'qh'Cr r gcn'ku'cmq'eqpukf gtgf "v'dg'c'ecug/lpkkc'kpi 'r cr gt0'Tghgt gpeg'ku'o cf g.
j qy gxtg."v'y'g'pggf "v'ghgevcv'v'cf kkpccn'Twg"6"ugt xleg'y j gp'lpkkc'kpi 'c'pgy "ecug
f gur kg'uwej "grgestqple'hkpi "Ugg."Nqecn'Twg"704"qp"6Ugt xlegö+0

*e+" Vj g'Erntm'qh'Eqwtv'ku'j gtgd { "cwj qtk gf "cpf "kputwewg'v'v'q'r tqo wri cvg.'r g'kqf kcm { "w f cvg
cpf "cf o kpuvgt'y tkwgp'r qrekgu'cpf "r tqegf wtgu'ht'v'j g'ghgevcv'k'o r ngo gpvc'kqp'cpf
etgcvkqp'qh'v'j g'Eqwtv'Grgestqple'Ecug'Hkpi "U{ uvgö . 'y j lej 'uj cmi'dg'ugv'ht'v'j 'k'v'j g
Eqwtv'Grgestqple'Ecug'Hkpi "Rqrekgu'cpf "Rtqegf wtgu'O cpwcn0

*f+" Vj ku'Nqecn'Twg'uw'gtugf gu'cp { "cpf "cm'kpeqpukv'v'v'r tqxkukppu'k'p'gz k'kpi "Nqecn'Twgu.
uwej "cu.'ht'gzco r mg'qpn . 'v'j g'tgs wkt go gpv'qh'hkpi "eqo r k'kpw.'r r'gcf kpi u'cpf "q'j gt
r cr gtu"Ugg."Nqecn'Twg": 50+0

LR5.2

NON-ELECTRONIC FILING AND SERVICE FOR PRO SE PARTIES

*c+" Hkpi 0"Kic'r ctv { "ku'gzgo r v'htqo "Grgestqple'Ecug'Hkpi "GEH'd { "xkt wg'qh'v'j g'Eqwtv'v'
GEH'O cpwcn" CRRGP F KZ 'C+'qt'd { "Qtf gt'qh'v'j g'Eqwtv'v'j g'qtki kpcn'qh'cm'r r'gcf kpi u'cpf
r cr gtu" k'pewf kpi "o go qtc'p'c'qh'v'j "v'v'q'dg'k'k'f . "q'j gt'v'j cp'r tqr qugf "qtf gtu.'uj cmi'dg'k'k'f
y kj "v'j g'Erntm'0"Vj g'qtki kpcn'qh'c'r tqr qugf "qtf gt'uj cmi'dg'f grkxgtgf "v'v'j g'Erntm'ht
v'cpuo kukqp"v'v'j g'cr r tqr tkvg'lwf i g0

*d+" Ugt xleg0"Vj g'egt v'k'ecv'qh'ugt xleg'tgs wkt gf "d { "Hgf 0T0Ek0R07"v'v'uj cmi'f gpv'k' { "d { "pco g
v'j g'r gtu'qp'ugt xgf . 'r meg'ugt xgf . "o gvj qf "qh'ugt xleg'cpf "f cvg'qh'ugt xleg0

LR6.1

TIME

*c+" Eqo r wcvkqp'qh'Vko g0" Hgf 0T0Ek0R08"uj cmi'cr r n' { "k'p'eqo r w'kpi "cp { "r g'kqf "qh'v'k'o g
r tguetkdgf "qt'cmjy gf "d { "v'j gug'Nqecn'Twgu0

LR7.1

GENERAL FORMAT OF PAPERS PRESENTED FOR FILING

*c+" Cmi'r r'gcf kpi u.'o q'k'p'u.'cpf "q'j gt'r cr gtu'r t'gug'v'v'v'v'ht'k'kpi "uj cmi'dg'qp": /34"d { "33"l'pej
y j kg'r cr gt."v'r gy tkwgp.'y kj "qpg/l'pej "o cti kpu'qp'cm'ukf gu.'cpf "uj cmi'eqpv'k'v'j g'pco g.
cf f t'guu."v'ng'j qpg'pwo dgt."go cki'cf f t'guu.'k'cp { . "cpf "v'j g'Dqctf "qh'Rt'q'g'k'k'p'c'n
Tgur qpuk'k'k'k'k' { "pwo dgt "qt'uko k'c't'pwo dgt.'k'cp { . "htqo "v'j g'cvqtpg { "v'v'v'v'v'qh'k'eg'p'w'g'+qh
v'j g'cvqtpg { "h'k'k'pi "v'j g'f qewo gpv'0Vq'v'j g'gz'v'v'v'v'c'p'ro se'r ctv { "f qgu'p'q'v'j cxg'ceguu'v'q": /34
d { "33"r cr gt'cpf l'q't'v'r gy tk'k'pi "ecr cdk'k'k'k'k'gu.'uwej "r ctv { "ku'tgs wkt gf "v'v'o cng'g'xgt { "gh'ht'v'v'q
eqo r n' "y kj "v'j ku't'w'g'cu'em'ug'n' { "cu'r quuk'd'g'0" Cp { "j cpf y tkwgp'f qewo gpv'0'w'v'dg'k'p'c
htqo "v'j cv'ku'hgi k'k'k'k'k'v'v'j g'Erntm'v'j g'Eqwtv.'cpf "qr r q'k'p'i "eqwpug'n0

- *d+ Nkpgu'o wu'dg'f qwdng/ur cegf . "gzegr v'v'j cv's wqvcvqpu'o c { "dg'kpf gpvgf "cpf 'ukpi ng/ur cegf cpf 'j gcf kpi u'cpf "hqvpqvgu'o c { "dg'ukpi ng/ur cegf 0HqpVuk g"ht "hqvpqvgu'cu'y gm'cu'y g dqf { "qh'v'j g'f qewo gpv'uj cm'dg'pq'uo cmgt'v'j cp"34'r qkpv'v'r g0
- *e+ Kif go cpf 'hqt'lw { "vkn'w'pf gt "Hgf 0T0E k0R05: *d+cpf "e+'qh'v'j g'Hgf gtcnT wgu'qh'Ekkn Rtqegf wtg'ku'o cf g'k'v'j g'eqo r m'kpv'qt'cpuy gt. "uwej 'f go cpf 'uj cm'dg'eqpvkpgf 'k'v'j g'rcuv r ctcj ter j 'v'j gtgq0Vj g'r j tcug'\$LWT['F GO CP F '\$'uj cm'cr r gct'ko o gf k'vgn' 'qr r quks'v'j g uv'ng'qh'v'j g'ecug'qp'v'j g'htuv'r ci g'qh'v'j g'r r'gcf kpi "cpf "cm'uwdugs wgpv'hkpi u0
- *f + Rci g'ho kcvkpu'ko r qugf "d { "v'j gug'NqecnT wgu'f q'pqv'kpenf g'ecv'kpu. "uki pcwt g'hkpgu. "cpf egt'k'ecv'g'qh'ugtxleg'cpf lqt'eqpuwncv'kpu0

**LR7.2
MOTIONS**

***c+"Hkpi . 'Ugtxleg'cpf 'Tgur qpug0**

- *3+ Oqv'kpu0*Ugg'Uge'v'k'p'KkD+qh'v'j g'GEH'C wqtpg { "Wugt 'O cpwen*CRRGP F KZ 'D+'+ Vj g'Engt'ni'uj cm'ceegr v'ht'k'kpi "qpn { "v'j qug'o qv'kpu'k'p'ek'k'k'ecugu'v'j cv'kpenf g'qt ctg'cee'qo r cpl'gf "d { "c'uw' r qt'v'kpi 'o go qtc'p'f wo "qh'hcw'cpf "rcy "u'k'f gp'v'k'gf + cpf "gzegr v'v'j g'ecug'qh'cp'gz' r ct'v'g'o qv'k'p'+c'egt'k'ecv'g'qh'ugtxleg'qh'v'j g'o qv'k'p' cpf "o go qtc'p'f wo "w'qp'cm'v'q'j gt' r ct'v'g'u'v'j g'cev'k'p'0"O qv'k'pu'ht'Uwo o ct { Lxf i o gpv'uj cm'eqo r n' 'y kj "NT"7800
 - *C+ Cm'o qv'k'pu. "gzegr v'o qv'k'pu'r wtuwcpv'v'q'Hgf 0T0E k0R034. "78. "7; "cpf "82 uj cm'dg'cee'qo r cpl'gf "d { "c'r tq' r qugf "qtf gt'k'p'c'y qtf "r tqegu'kpi "hqt'o cv'ugpv v'q'GEH'o c'k'k'qz'q'pn { "hqt' r t'guk'f kpi "lwf i g'f q'pqv'ugpv'v'q'tgi w'ct'g'o ckn c'f f t'gu+0
 - *D+ Eqpuwncv'k'p'd { 'Eqwpugn0 Cm'o qv'k'pu. "kpenf kpi "f k'ue'q'x'g' { "o qv'k'pu'dw'p'q'v' kpenf kpi "o qv'k'pu'r wtuwcpv'v'q'Hgf 0T0E k0R034. "78. "7; "cpf "82'uj cm'dg' cee'qo r cpl'gf "d { "c'egt'k'ecv'g'qh'eqwpugn'c'ht'k'o kpi "v'j cv.'ch'gt'eqpuwncv'k'p' dg'v' ggp'v'j g'r ct'v'g'u'v'j g'eqp't'q'x'gtu { . "v'j g { "ct'g'w'p'cd'ng'v'q't'g'cej "cp'cee'q'f cu'v'q'cm'ku'w'gu'qt'v'j cv'cm'v'q'j gt' r ct'v'g'u'ct'g'k'p'ci t'ggo gpv'y kj "v'j g'cev'k'p' t'gs w'g'uv'f "d { "v'j g'o qv'k'p'0" H'c'k'w'g'v'q'cw'cej "cp'cee'qo r cp { kpi "egt'k'ecv'g'qh' eqpuwncv'k'p'o c { "dg'f ggo gf "i q'q'f "i tq'w'p'f u'ht'f gp { kpi "v'j g'o qv'k'p'0
- Vj g'egt'k'ecv'g'o wu'eqpv'k'p'v'j g'p'co gu'qh'r ct'v'k'k' cv'kpi "eqwpugn'cpf "v'j g'f cv'g' cpf "o c'p'p'gt'qh'eqpuwncv'k'p'0"Vj g'dw't'f gp'y kn'd'g'q'p'eqwpugn'hkpi "v'j g' o qv'k'p'v'q'k'p'k'ecv'g'v'j g'eqp'ht'g'peg'w'r qp'i k'k'k'pi "t'g'cu'p'cd'ng'p'q'v'eg'qh'v'j g'v'ko g. r r'ceg'cpf "ur g'ek'k'e'p'c'w'g'qh'v'j g'eqp'ht'g'peg'0"K'c'p'qr r qukpi "eqwpugn'qt' r ct'v' t'gh'w'gu'v'q'eq'qr g't'cv'g'k'p'v'j g'eqp'f w'v'q'h'c'eqp'ht'g'peg. "eqwpugn'o wu'h'k'g'c' egt'k'ecv'g'v'q'v'j cv'gh'ge'v'ug'v'k'pi "q'w'eqwpugn'u'gh'ht'w'v'q'eqo r n' 'y kj "v'j ku t'w'g0

- *4+ " Tgur qpugu0Vj g'tgur qpug"vq'vj g'o qvqp"cpf 'ku'ur r qt vpi "o go qtcpf wo . 'wprguu'vj g o qvqp'ku'r wtucpv'vq'Hgf 0T0EkoR034*d+'cpf '*e+'qt'78'*ugg'NT'340*d+'cpf 'NT 780*d++'uj cm'dg'hkrf 'y kj kp'36'f c{u'chgt'ugt xleg'qh'vj g'o qvqp"cpf 'uj cm'dg ceeqo r cplgf 'd{ 'c'r tqr qugf "qtf gt'lp'c'y qtf 'r tqeguupi 'hqto cv'ugpv'vq'vj g'GEH o ckdqz"qpn{ 'hqt 'vj g'lw i g'*f q'pqv'ugpf "vq'tgi wct"go ckl'cf f tguu#0Hckwtg'vq tgur qpf 'ko gn{ 'vq'cp{ 'o qvqp."qvj gt'vj cp'qpg'tgs wguupi 'f kuo kucri'qh'c'erclo "qt cevqp."o c{ 'dg'f ggo gf 'i qqf 'i tqwvf u'hqt 'i tcpvpi 'vj g'o qvqp0"
- *d+ " Uwdo kuukqp"qh'O qvqp0"Wr qp'vj g'hkpi "qh'c'o qvqp"cpf 'vj g'vko gn{ 'hkpi "qh'vj g'tgur qpug." cpf 'c'tgr n{. 'kicmty gf 'd{ 'vj g'Eqwtv'qt 'vj gug'Twgu'vj g'o qvqp'uj cm'dg'uwdo kwgf 'vq'vj g Eqwtv'hqt'c'twvpi 'wprguu'c'j gctpi 'j cu'dggp'tgs wguvf 'cpf 'i tcpvpi 0
- *e+ " Tgr n{ 'O go qtcpf c.'Gzegr v'cu'r tqxkf gf 'd{ 'NT'340*e+'cpf 'NT'780*e+.'tgr n{ 'o go qtcpf c o c{ 'dg'hkrf "qpn{ 'wr qp'eqwtv'qtf gt 'i tcpvpi 'c'o qvqp'hqt 'ngcxg'vq'tgr n{ 0Uwej "o qvqp'hqt ngcxg'o wuv'dg'hkrf 'y kj kp'9'f c{u'qh'ugt xleg'qh'vj g'tgur qpug0
- *f + " J gctpi "qp'O qvqp0"Kieqwpugn'f gukt gu'c'j gctpi "qp'vj g'o qvqp"dghqtg'vj g'eqwtv'eqwpugn uj cm'tgs wgu'vj g'j gctpi 'lp'vj g'o qvqp"qt'tgur qpug"cpf 'uj cm'gzr mlp'y j { 'c'j gctpi 'y qwf dg'j gr hwiqt 'pgeguuct { 0'Kiv'j g'eqwtv'f gvto kpgu'vj cv'c'j gctpi 'y qwf 'dg'j gr hwiqt pgeguuct { . 'vj g'Eqwtv'y kn'ugv'vj g'f cvg'cpf 'vko g'qh'vj g'j gctpi "cpf 'vj g'engtmy kn'pavkh{ 'cm eqwpugn0
- *g+ " Ngpi vj . "Wprguu"qvj gty kug'qtf gtgf 'd{ 'vj g'Eqwtv.'o go qtcpf c'lp'ur r qt v'cpf 'lp'qr r qukkqp vq'o qvqp'uj cm'pqv'gzeggf '42'r ci gu'lp'hgpi vj . 'cpf 'tgr n{ 'o go qtcpf c. 'khr' gto kwgf . 'uj cm pqv'gzeggf '7'r ci gu'lp'hgpi vj 0"
- *h+ " O qvqpu'Rgpf kpi "qp'Tgo qxcn0Y j gp'cp'cevqp"qt'r tqeggf kpi 'ku'tgo qxgf 'vq'vj ku'Eqwtv y kj 'r gpf kpi 'o qvqpu'qp'y j kej 'o go qtcpf c'j cxg'pqv'dggp'uwdo kwgf . 'vj g'o qxkpi 'r ctv{ uj cm'eqo r n{ 'y kj 'vj gug'twgu'y kj kp'36'f c{u'chgt'tgo qxcn'cpf 'gcej 'r ctv{ 'qr r qukpi 'vj g o qvqp'uj cm'vj gp'eqo r n{ 'y kj 'vj gug'twgu0
- *i + " Rtkuqpgtu0"Cm'o qvqpu'cpf "qtf gtu'vq'r tqf weg'r tkuqpgtu'hqt'vguvko qp{ 'uj cm'dg'hkrf 'y kj vj g'Engtmi'cv'ngcu'4: 'f c{u'r tkqt'vq'vj g'f cvg'qh'vj g'j gctpi "qt'tkri0Eqwpugn'hqt'tgr t gugpv'gf r ctv'gu'ctg'tgur qpukdrg'hqt'hkpi 'c'o qvqp'kh'vj g{ 'tgs wktg'r tkuqpgt'cwgpf cpeg0Kp'r tq'ug ecugu.'vj g'Eqwtv'y kn'kuwg'vj g'y tk'eqo r gmkpi 'vj g'cwgpf cpeg'qh'r tkuqpgt r ctv'gu0J qy gxgt. 'r tq'ug'r ctv'gu'uj cm'dg'tgur qpukdrg'hqt'hkpi 'c'o qvqp'vq'tgs wktg'vj g cwgpf cpeg'qh'pqp/r ctv{ 'r tkuqpgtu0T grkgh'htqo 'vj ku'twrg'o c{ 'dg'qdv'cl'pgf 'd{ 'cp'qtf gt'qh'vj g Eqwt0
- *j + " Ekevqp"qh'Cwj qtkv{ 'cpf 'Eqr kgu'qh'Cwj qtkv{ 0'Ekevqpu'vq'cwj qtkv{ 'uj cm'dg'lp'c'i gpgtcmf ceegr vgf 'ekvqp'hqto 0'Ekevqpu'vq'cp{ 'lw'lekri'qt'cf o kpxt'cv'xg'f gekukap'pqv'hwm{ tgr qt vgf 'lp'gkj gt Wpkv'gf 'Uc'vgu'Tgr qt w. 'Uwr tgo g'Eqwtv'Tgr qt vgt. 'c'Hgf gten'Tgr qt vgt. Hgf gten'Uwr r ngo gpv.'Hgf gten'Twgu'F gekukapu."qt'c'Uqwj "Y guvtp'Tgr qt vgt'uj cm'kpenw'f g Y guv'cy "qt'Ngz ku'ekvqpu.'kh'cxckrdrg0Kiv'j g'f gekukap'ku'pqv'cxckrdrg'qp'Ngz ku'qt

Y gumar . 'c'eqr { 'qh'v'j g'gpvt'g'vz'v'qh'v'j g'f'gekukqp'uj cm'cee'qo r cp { 'v'j g'o go qtc'p'f wo O' Ekcvk'qpu'v'q'uc'w'w'g'u.'t'gi w'rc'v'k'p'u.'q't'f'k'p'c'p'eg'u.'q't'q'v'j g't'ngi k'ur'v'k'x'g'c'w'j q't'k'v' 'p'q'v't'g'r q't'v'g'f 'k'p v'j g'W'p'k'g'f 'U'c'v'g'u'E'q'f g'q't'v'j g'V'g'p'p'g'u'g'g'E'q'f g'C'p'p'q'c'v'g'f 'u'j c'm'l'k'p'e'n'm'f g'Y gumar 'q't'N'g'z'k'u ekc'v'k'p'u.'k'h'c'x'c'k'r'd'ng'0'k'i'v'j g'uc'w'w'g.'t'gi w'rc'v'k'p'u.'q't'f'k'p'c'p'eg.'q't'q'v'j g't'ngi k'ur'v'k'x'g'c'w'j q't'k'v' 'k'u p'q'v'c'x'c'k'r'd'ng'q'p'N'g'z'k'u'q't'Y gumar . 'c'eqr { 'qh'v'j g'c'w'j q't'k'v' 'u'j c'm'c'ee'qo r cp { 'v'j g o go qtc'p'f wo O' k'i'c'r'c't'v' 'f'q'g'u'p'q'v'j c'x'g'c'e'eg'u'v'q'v'j g'N'g'z'k'u'q't'Y gumar 'o c'v'g't'k'e'n'i'ek'g'f 'd' { 'c' h'k'p'i 'r'c't'v' 'c'p'f 'o c'ng'u'c't'g's w'g'u'v'q'h'v'j g'h'k'p'i 'r'c't'v' . 'v'j g'h'k'p'i 'r'c't'v' 'o w'u'v'r t'q'x'k'f g'c'eqr { 'qh v'j g'ec'ug.'u'c'w'w'g.'t'gi w'rc'v'k'p'u.'q't'f'k'p'c'p'eg.'q't'q'v'j g't'ngi k'ur'v'k'x'g'c'w'j q't'k'v' 'v'q'v'j g't'g's w'g'u'v'k'p'i 'r'c't'v'0

*k" Ekcvk'qpu'v'q'K'p'v'g't'p'g'v'O'c'v'g't'k'e'n'i'0'k'i'c'r'c't'v' 'ek'g'u'v'q'q'v'j g't'o c'v'g't'k'e'n'i'h't'q'o 'c'p'k'p'v'g't'p'g'v'u'q'w't'eg'q't y g'd'u'k'g.'c'eqr { 'qh'u'w'ej 'o c'v'g't'k'e'n'i'uj c'm'd'g'c'w'c'ej g'f 'v'q'v'j g'h'k'p'i 'k'p'RF' H'h'q't'o c'v'v'q'g'p'u'w't'g v'j c'v'v'j g'o c'v'g't'k'e'n'i'ek'g'f 'c't'g't'g'c'k'p'g'f 'k'p'v'j g't'q't'k'i'k'p'c'n'h'q't'o 'k'p'v'j g'E'q'w't'v'u'h'k'p'i 'u'f' u'g'o 0

LR7.3
MOTION FOR REVISION OF INTERLOCUTORY ORDERS

*c+ "C'r'r'd'ec'v'k'p'v'q'P'q'p/H'k'p'c'n'Q't'f'g't'u'0'D'g'h'q't'g'v'j g'g'p'v't' { 'q'h'c'l'w'f' i o g'p'v'c'f' l'w'f' l'ec'v'k'p'i 'c'm'l'q'h'v'j g' e'rc'k'o u'c'p'f 'v'j g't'k'i' j w'c'p'f 'h'c'd'k'r'k'k'g'u'q'h'c'm'v'j g'r'c't'v'k'u'k'p'c'ec'ug.'c'p'f { 'r'c't'v' 'o c' { 'o q'x'g. r'w't'u'w'c'p'v'v'q'H'g'f'0'T'0'E'k'0'R'0'7'6'd+'h'q't'v'j g't'g'x'k'k'q'p'q'h'c'p' { 'k'p'v'g't'm'q'ew'q't' { 'q't'f'g't' 'o c'f'g'd' { 'v'j c'v' E'q'w't'v'q'p'c'p'f 'i' t'q'w'p'f 'u'g'v'h'q't'v'j 'k'p'u'w'd'ug'ev'k'p' *d+'q'h'v'j k'u't'w'g'0'O'q'v'k'p'u'v'q't'g'eq'p'u'k'f'g't' k'p'v'g't'm'q'ew'q't' { 'q't'f'g't'u'c't'g'p'q'v'q'v'j g't'y'k'g'r'g't'o'k'w'g'f'0

*d+ "H'q't'o 'c'p'f 'E'q'p'v'g'p'v'q'h'O'q'v'k'p'v'q'T'g'x'k'g'0'C' 'o q'v'k'p'h'q't'g'x'k'k'q'p' 'o w'u'v'r'g'ek'h'k'ec'm' { 'u'j'q'y' <' *3+ c' 'o c'v'g't'k'e'n'i'f'k'h'g't'g'p'eg'k'p'h'c'ev'q't' 'r'c'y' 'h't'q'o 'v'j c'v'y'j'k'ej' 'y'c'u'r' t'g'ug'p'v'g'f 'v'q'v'j g'E'q'w't'v'd'g'h'q't'g'g'p'v't' { q'h'v'j g'k'p'v'g't'm'q'ew'q't' { 'q't'f'g't' 'h'q't' 'y'j'k'ej' 't'g'x'k'k'q'p' 'k'u'u'q'w'i'j'v.'c'p'f 'v'j c'v'k'p'v'j g'g'z'g't'ek'g'q'h' t'g'c'u'p'c'd'ng'f'k'k'i'g'p'eg'v'j g'r'c't'v'f' 'c'r'r'n'k'p'i 'h'q't'g'x'k'k'q'p'f'k'f'p'q'v'n'p'q'y' 'u'w'ej 'h'c'ev'q't' 'r'c'y' 'c'v'v'j g' v'k'o'g'q'h'v'j g'k'p'v'g't'm'q'ew'q't' { 'q't'f'g't' =q't' *4+'v'j g'q'ee'w't't'g'p'eg'q'h'p'g'y' 'o c'v'g't'k'e'n'i'h'c'ew'q't'c' 'e'j'c'p'i'g'q'h' r'c'y' 'q'ee'w't't'k'p'i 'c'h'g't'v'j g'v'k'o'g'q'h' 'u'w'ej 'q't'f'g't' =q't' *5+'c' 'o c'p'k'g'u'v'h'c'k'w't'g'd' { 'v'j g'E'q'w't'v'v'q' 'e'q'p'u'k'f'g't' o c'v'g't'k'e'n'i'h'c'ew'q't' 'f'k'ur'q'u'k'k'g'h'g'i'c'n'c't'i'w'o'g'p'u'v'j c'v'y'g't'g'r' t'g'ug'p'v'g'f 'v'q'v'j g'E'q'w't'v'd'g'h'q't'g' 'u'w'ej k'p'v'g't'm'q'ew'q't' { 'q't'f'g't'0

*e+ "R't'q'j'k'd'k'k'q'p' 'C'i'c'k'p'u'v'T'g'r'g'v'k'k'q'p'q'h' 'C't'i'w'o'g'p'0'P'q' 'o q'v'k'p'h'q't'g'x'k'k'q'p' 'o c' { 't'g'r'g'c'v'c'p' { 'q't'c'n' q't'y' t'k'w'g'p'c't'i'w'o'g'p'v'o'c'f'g'd' { 'v'j g'o'q'x'c'p'v'k'p' 'u'w'r'q't'v'q'h'q't' 'k'p'q'r'r'q'u'k'k'q'p'v'q'v'j g'k'p'v'g't'm'q'ew'q't' { q't'f'g't'v'j c'v'v'j g'r'c't'v'f' 'u'g'g'm'i'v'q'j'c'x'g't'g'x'k'g'f'0'C'p' { 'r'c't'v'f' 'q't' 'e'q'w'p'ug'ny'j'q'x'l'q'r'v'g'u'v'j'k'u' t'g'u't'k'ev'k'p' 'u'j c'm'd'g' 'u'w'd'l'g'ev'v'q'c'r'r't'q'r' t'k'c'v'g' 'u'c'p'ev'k'p'u.'k'p'e'n'm'f'k'p'i' . 'd'w'p'q'v' 'h'o'k'g'f' 'v'q' . 'u'v'k'k'p'i' v'j g'h'k'p'i' 0

*f+ "V'j g'r' t'q'x'k'k'q'p'u'q'h'v'j k'u't'w'g'f'q'p'q'v'c'r'r'n'f' 'v'q' 't'g's'w'g'u'v'v'q' 'f'k'u'q'x'g'g'q't' 'o'q'f'k'h'f' 'k'p'v'g't'm'q'ew'q't' { k'p'l'w'p'ev'k'p'u'r'w't'u'w'c'p'v'v'q'H'g'f'0'T'0'E'k'0'R'0'8'7'0

LR11.1
SIGNATURES

*c+ "Vj g'Hkpi "Wugt'au'ni kp'cpf "r cuuy qtf "uj cm'ugt'xg'cu'vj cv'Hkpi "Wugt'au'uki pcwtg'qp'cm r cr gtu'hkpf "grgevtqplecm{ 'y kj "vj g'Eqwt'0"Vj g{ 'ugt'xg'cu'c'uki pcwtg'hqt "r wtr qugu'qh'Hgf 0 T0Ek'0R033."cm'qvj gt'ek'kl'cpf "etko kpcnt'wgu."cm'iqecnt'wgu."cpf "hqt'cp{ "qvj gt "r wtr qug'hqt y j lej "c'uki pcwtg'ku'tgs wktgf "kp'eqppgev'kp'y kj "r tqeggf kpi u'dghqtg'yj g'Eqwt'0

*d+ Gxg{ "r cr gt'hkpf "grgevtqplecm{ "o wuv'kpenwf g'c'uki pcwtg'diqem'eqpv'kpi "vj g'Hkpi "Wugt'au pco g."cwqtpg{ "dct'pwo dgt."hko "pco g."utggv'cft'guu."vgrgr j qpg'pwo dgt."cpf "r tko ct{ "G/O cki'cft'guu"kp'cft'k'kp."yj g'pco g'qh'yj g'Hkpi "Wugt'v'pf gt'yj qug'ni kp'cpf "r cuuy qtf "vj g r cr gt'ku'hkpf "o wuv'dg'r tgeg'gf "d{ "c'oulo'v' r gf "kp'yj g'ur ceg'yj gtg'yj g'Hkpi "Wugt'au'kpm uki pcwtg'yj qwf "qvj gty kug'cr r gct0

UCO RNg< uP co g'qh'Hkpi "Wugt
 Cwqtpg{ "Dct'P wo dgt
 Hko "P co g
 Utggv'Cft'guu
 Ek{ IUcvgl k "Eqf g
 Vgrgr j qpg'P q0*zzz+zzz/zzzz
 Rtko ct{ "G/O cki'cft'guu

*e+ C'r cr gt'eqpv'kpi "vj g'uki pcwtg'qh'c"pro se" f gh'p'cpv'k'c"etko kpcn'ecug'uj cm'dg'uec'ppgf cpf "hkpf "d{ "vj g'Hkpi "Wugt'qt'eqwt'v'r gtu'ppg'0

*f + C'r cr gt'tgs wkt'pi "vj g'uki pcwtg'qh'o qtg'yj cp'qpg'r ctv{ "uj cm'dg'grgevtqplecm{ "hkpf "kp ceeqtf'cpeg'yj kj "Ugev'kp"3206"qh'yj g'GEH'Rqrl'kgu'cpf "Rtqeg'f wtu'd{ <

*3+Uwdo k'kpi "c"uec'ppgf "r cr gt'eqpv'kpi "cm'qh'yj g'p'gegu'ct{ "uki pcwtg'u="qt

*4+Uwdo k'kpi "c"r cr gt'grgevtqplecm{ "uki pgf "d{ "qpg'qh'yj g'r ct'v'ku"qt"eqwpugn'dwv cnuq'tgr t'gug'v'kpi "yj g'eqpug'v'qh'yj g'qvj gt'r ct'v'ku'kp'gcej "qh'yj g'cr r tqr t'k'v'g uki pcwtg'h'k'p'v'k'g'uc'g'o c'ppgt'yj cv'yj k'f "r ctv{ "eqpug'p'u'ctg'p'q'v'f "qp'r cr gt h'k'pi u="qt

*5+Cp{ "qvj gt'o c'ppgt'cr r tqxgf "d{ "vj g'Eqwt'0

LR 12.1
MOTIONS TO DISMISS

*c+ O q'x'kpi "Rct'v'0"O go qtc'p'f c'kp'uw'r qt'v'qh'o q'v'k'pu'v'q'f kuo kuu'hkpf "r wtuw'cp'v'q"HT'ER"34*d+ cpf "e+"uj cm'pq'v'gzeg'gf "42'r ci gu'y kj qw'r tkqt "Eqwt'v'cr r tqx'c'f0

*d+ T gur qp'ugu"O go qtc'p'f c'kp'qr r qu'k'k'p'v'q"o q'v'k'pu'v'q'f kuo kuu'uj cm'pq'v'gzeg'gf "42'r ci gu y kj qw'r tkqt "Eqwt'v'cr r tqx'c'f0"C'r ctv{ "qr r qu'k'pi "c"o q'v'k'p'v'q'f kuo kuu"o wuv'hk'g"c"t'gur qp'ug y kj kp"4: "f c{ u'ch'gt'yj g'o q'v'k'p'ku'ugt'x'gf 0

*e+ Tgr n{ 'd{ 'O qxlpi 'Rctv{0'Ngcxg'qh'Eqwtv'ku'pqv'tgs wktgf 'v'kng'c'tgr n{ 'v'c'tgur qpug'v'c o qvqp'v'f'kuo ku0'Tgr rku'o wuv'dg'hkrgf 'y kj kp'36'f c{ u'chgt'y' g'tgur qpug'ku'ugt'xgf 0'C tgr n{ 'd{ 'c' o qxlpi 'r ctv{ 'uj cm'pqv'gzeggf '32'r ci gu'y kj qw'r tkqt 'Eqwtv'cr r tqxcn0

LR16.1
FED.R.CIV.P. 16 PRETRIAL AND SCHEDULING CONFERENCES AND ORDERS

*c+ Gxgt { 'r ctv{ 'uj cm'j cxg'kp'cwgpfcpeg'cv'cm'r tgv'kn'eqphgtgpegu'cp'cwqtpg{ 'qt'qy' gt'r gtuqp r quugu'kpi 'hwm'cwj qtkv{ 'v'dkpf 'y cv'r ctv{ 'tgi ctf kpi 'cm'o cwgtu'r tgxkqwan{ 'kf gpv'hkrgf 'd{ y' g'eqwtv'ht'f'kwuukqp'cv'y' g'eqphgtgpeg'cpf 'cm'tgcuqpcdn{ 'tgr'v'g'f' o cwgtu0

*d+ Uej gf wkp{ 'cpf 'Ugwrgo gpv'Eqphgtgpegu'kp'Ekkn'Ecugu0' Cm'uej gf wkp{ 'cpf 'ugwrgo gpv eqphgtgpegu' o c{ 'dg'eqpf wv'v'g'f' 'd{ 'y' g'lwf i g'qt' o ci kwtcv'g'lwf i g'v'y' j qo 'y' g'ecug'ku cuuki pgf . 'qt' d{ 'cpqy' gt'f'kwt'ev'lwf i g'qt' o ci kwtcv'g'lwf i g'y' j q'ci tggv'v'g'eqpf wv'y' g' eqphgtgpeg'cv'y' g'tgs wguv'qh'y' g'lwf i g'v'y' j qo 'y' g'ecug'ku'cuuki pgf 0

*e+ Gzgo r v'g'f' 'ecugu0'v'y' g'hqmqy kpi 'ecv'gi qtkgu'qh'ecugu'ct'g'gzgo r v'g'f' 'ht'qo 'y' g'tgs wkt'go gpw'qh Hgf 0T0E'k0R038*d<

(1) "Rtq'ug'Rt'kuqpgt'r'g'v'k'k'q'p'u'h'k'rg'f' 'v'p'f' g't'64'WUUE0È'3; : 5.'qt'v'p'f' g't'4: 'WUUE0ÈÈ 4476'cpf '4477=

(2) "Cev'k'p'u'h'q't'l'w'f' l'ek'n't'g'x'k'y' 'q'h'c'f' o k'p'k'w't'c'v'x'g'f' g'ek'k'q'p'u'q'h'i' q'x'g't'p'o' g'p'v'c'i' g'p'ek'g'u' q't'k'p'u't'w'o' g'p'v'c'r'k'g'u'k'p'y' j' l'ej' 'y' g't'g'x'k'y' 'k'u'eq'p'f' w'v'v'g'f' 'q'p'y' g'd'c'u'k'u'q'h'y' g' c'f' o k'p'k'w't'c'v'x'g't'g'e'q't'f' =

(3) "Rt'k' g'r' t'q'eg'g'f' k'p'i' u.'c'ev'k'p'u'h'q't'h'q't'h'g'k'w't'g'c'p'f' 'u'g'k' w't'g'u.'h'q't'eq'p'f' g'o' p'c'v'k'q'p.'q't' 'h'q't' h'q't'g'e'm'q'u'w't'g'q'h'o' q't'v'i' c'i' g'u'q't' 'u'c'r'g'u'v'q' 'u'c'v'k'h'f' 'h'k'g'p'u'q'h'y' g'W'p'k'g'f' 'U'c'v'g'u=

(4) "D'c'p'n't'w'r' v'e{ 'c'r' r' g'c'u'h'k'rg'f' 'r' w't'u'w'c'p'v'v'q'4: 'WUUE0È'37: 'c'p'f' 'd'c'p'n't'w'r' v'e{ 'e'c'ug'u'k'p' y' j' l'ej' 'c'p' 'C't'v'k'g' 'k'k'l'w'f' i' g'k'u't'g's' w'k't'g'f' 'v'q't'g'x'k'y' 'r' t'q'r' q'u'g'f' 'h'k'p'f' k'p'i' u'q'h'h'c'ev'c'p'f' e'q'p'e'n'w'k'q'p'u'q'h'i'c'y' 'q'h'y' g'D'c'p'n't'w'r' v'e{ 'L'w'f' i' g'l'p'p'q'p'eq't'g'r' t'q'eg'g'f' k'p'i' u.'v'p'f' g't'4: WUUE0È'379= r' t'q'x'k'f' g'f' . 'j' q'y' g'x'g't' . 'y' c'v'ec'ug'u'y' k'j' f' t'c'y' p' 'h't'q'o' 'D'c'p'n't'w'r' v'e{ 'E'q'w't'v' r' w't'u'w'c'p'v'v'q'4: 'WUUE0È'379'f' +. 'c't'g'p'q'v'g'z'g'o' r' v'g'f' =

(5) "Rt'q'eg'g'f' k'p'i' u' 'h'q't' 'c'f' o' k'u'k'q'p' 'v'q' 'e'k'k'k' g'p'u'j' k'r' 'q't' 'v'q' 'e'c'p'eg'n'q't' 't'g'x'q'n'g' 'e'k'k'k' g'p'u'j' k'r' =

(6) "Rt'q'eg'g'f' k'p'i' u' 'v'q' 'e'q'o' r' g'n'c't'd'k't'c'v'k'q'p' 'q't' 'v'q' 'e'q'p'h'k't'o' 'q't' 'u'g'v'c'u'k'f' g'c't'd'k't'c'v'k'q'p' 'c'y' c't'f' u=

(7) "Rt'q'eg'g'f' k'p'i' u' 'v'q' 'e'q'o' r' g'n'v'y' g'i' k'k'k'p'i' 'q'h'v'g'u'k'o' q'p{ 'q't' 'r' t'q'f' w'v'k'q'p' 'q'h'f' q'ew'o' g'p'w' v'p'f' g't' 'c' 'u'w'd'r' q'g'p'c' 'q't' 'u'w'o' o' q'p'u'k'u'w'g'f' 'd{ 'c'p' 'q'h'h'k'g't' . 'c'i' g'p'e{ 'q't' 'k'p'u't'w'o' g'p'v'c'r'k'v{ 'q'h'y' g' W'p'k'g'f' 'U'c'v'g'u'p'q'v'r' t'q'x'k'f' g'f' 'y' k'j' 'c'w'j' q't'k'v{ 'v'q' 'e'q'o' r' g'n' 'e'q'o' r' r'k'c'p'eg' =

(8)"Rtqeggf kpi u"v"eqo r gn'v' g'i kxkpi "qh'v'guko qp{ "qt'r tqf wevkp"qh'f qewo gpw'lp y ku'F kntlev'k"eqppgevkp"y kj "f kueqxtg{ "qt'hqt"v'j g'r gtr gwcvkp"qh'v'guko qp{ "hqt wug'lp"o cwgt'r gpf kpi "qt'eqp'vgo r r'v'g'f "k'c" Wpk'g'f "Ucv'gu'F kntlev'Eqwt'v'qh'cp'qy' g' F kntlev=

(9)"Rtqeggf kpi u'hqt"v'j g'vgo r qtct{ "gphqtego gpv'qh'qtf gtu'qh'v'j g'P cvkqpcn'Ncdqt Tgrcvkpu'Dqctf =cpf

(10)"Ek'k'nc'evkpu'd{ "v'j g'Xgvgtcpu'Cf o kpkntcvkq"qt"qy' g't' i qxgtpo gpv'ci gpe{ "hqt tgeqxtg{ "qh'gttqpgqwu{ 'r c'k' "g'f wecvkqpcn'cuuk'v'peg0

*f+" Vlo kpi "qh'kpkcn'Uej gf wkp' "Eqphgtgpeg0"Vj g'v'lo g'cpf "hqt"o "qh'uej gf wkp' "eqphgtgpegu y km'dg'f gvgt"o kpg'f "d{ "gcej "lwf i g0"Vj g'uej gf wkp' "eqphgtgpeg"tgs wktgo gpv'k'p'w'wevkpu ctg'hqwpf "qp"v'j g'Eqwt'v'u'y gdukg"cv'y y y 0py f 0ueqwt'v'u0 qx. "k'p"v'j g'Hqto u'("Cr r n'ecvkpu r qt'cn'wpf g't'v'j g'j' gcf kpi <GEH'k'p'w'wevkpu."Rtqegf wtu'("Cr r n'ecvkpu

*g+" Tgur qpuk'k'k'f "qh'Rct'v'gu'Rtkt"v'q'kpkcn'Uej gf wkp' "Eqphgtgpeg0
(1) "Eqwpugn'hqt"cm'r ct'v'gu'uj cm"cv'v'j g'kpk'k'v'x'g'qh'r r'k'p'v'k'h'u"eqwpugn"eqphgt'r tkt'v'q v'j g'kpkcn'uej gf wkp' "eqphgtgpeg"v'q'f k'uew'u'v'j g'kuu'gu'gpwo gtc'v'g'f "k'p'Hgf 0T0Ek'0R0 38*d'+cpf "e'+cpf "v'q'f gvgt"o kpg'k'h'cp{ "kuu'gu'ecp'dg't'gu'q'k'g'f "d{ "ci t'ggo gpv."uwl'gev v'q'er r t'q'x'cn'd{ "v'j g'Eqwt'0"

(2) "Eqwpugn'hqt"cm'r ct'v'gu'uj cm"cv'v'j g'kpk'k'v'x'g'qh'r r'k'p'v'k'h'u"eqwpugn'r tgr ct'g'c r tqr qugf "uej gf wkp' "qtf g't'v'j cv'g'pego r cuugu'v'j g'f k'ueqxtg{ 'r r'p't'gs wkt'g'f "d{ "Hgf 0T0 Ek'0R048*h+: "v'j g'r g't'v'p'g'p'v'kuu'gu'k'ug'f "k'p'Hgf 0T0Ek'0R038*d'+cpf "e+: "cpf "cp{ kuu'gu'v'j cv'ecp'dg't'gu'q'k'g'f "d{ "ci t'ggo gpv'0" C m'r ct'v'gu'uj q'w'f "eqpu'w'v'j g'y gdukg'hqt v'j g'cu'ki pgf "lwf i g'v'q"cu'egt'v'k'p'k'h'v'j g'lwf i g'j' cu'r ct'v'k'w'rt't'gs wktgo gpw'hqt"v'j g'hqto qt"eqp'v'p'v'qh'r t'g'v'k'cn'c'p'f "uej gf wkp' "qtf gtu'0C m'r tqr qugf "uej gf wkp' "qtf gtu'o wuv k'p'cn'f g'c'f gcf r'k'p'g'hqt"o g'f k'cv'k'p'qt"lwf k'ek'n'ug'w'go gpv'eqphgtgpeg0v'j g'r tqr qugf uej gf wkp' "qtf g't'v'j cm'd'g'ug'p'k'p'y qtf "r t'q'egu'k'p' "hqt"o cv'v'q'v'j g'GEH'o c'k'nd'qz"q'p'n'f *q'p'q'v'ug'p'f "v'q't'g'i w'rt'g'o c'k'nc'f f t'gu'u'hqt"v'j g'lwf i g'eq'p'f wevkpi "v'j g'uej gf wkp' eqphgtgpeg"cv'g'cu'v'5"fc{ "u'd'gh'q'g'v'j g'kpkcn'uej gf wkp' "eqphgtgpeg0"

*h+" Uej gf wkp' "Qtf g't'0 Vj g'uej gf wkp' "qtf g't'gp'v'gt'g'f "d{ "v'j g'Eqwt'v'cu't'gs wkt'g'f "d{ "Hgf 0T0Ek'0 R038*d'+uj cm'l'p'cn'f g."cm'p'i "y kj "qy' g't'er r t'q'r t'k'v'g'r t'g'v'k'cn'f gcf r'k'p'g'u."c'f gcf r'k'p'g'hqt"v'j g' h'k'p'i "qh'f k'ur k'uk'x'g'o q'v'k'p'u"l'p'cn'f k'p'i "t'gur q'p'ug'c'p'f "t'g'r n'f "o go q't'c'p'f c+"y'j k'ej "uj cm'd'g'cv ngcu'v'342"fc{ "u'r t'k'q't'v'q'v'j g't'k'cn'0

**LR 16.2
PRETRIAL AND SCHEDULING CONFERENCES:
ALTERNATIVE DISPUTE RESOLUTION**

*c+" kpkcn'Eqphgtgpeg0" C v'v'j g'kpkcn'uej gf wkp' "eqphgtgpeg"j g'f "r wtu'w'cp'v'q'Hgf 0T0Ek'0R0

38*d+.'kp'ekxki'ecugu'lp'y j lej 'cm'r ctv'gu'ctg'tgr t'gugpv'gf 'd{'eqwpugn'yj g'r quukdk'k' 'qh
ugw'go gpv'uj cm'd'g'f'kuew'ugf.'. 'cpf 'y' g'Eqwtv'y kn'f' g'v'to k'p'g'k'i'c'o' g'v' qf 'qh'CNgt'pc'v'x'g
F'kur w'g'T'gu'qn'w'k'q'p' *o'CF T'o+'uj q'w'f 'd'g'w'k'k' g'f 'k'p'y' g'ecug'o'Vj g'c'w'q't'p'g{'u'uj cm'd'g
r'tgr ct'g'f 'v'q'f'kuew'u'y' g'c'f'x'k'c'd'k'k'v' 'q'h't'g'h'g't't'k'p'i 'y' g'k'ecug'u'v'q'c'n'g't'p'c'v'x'g'f'kur w'g't'gu'qn'w'k'q'p'o
CF T.'y' k'j' q'w'f'k'o' k'c'v'k'q'p.' "o' c{'k'p'en'f' g'o' g'f'k'c'v'k'q'p'd{'c'Eqwt'v'c'r r'tq'x'g'f'o' g'f'k'c'v'q't'r' w'tu'w'c'p'v'v'q
y' g'Eqwt'v'u'v'O' g'f'k'c'v'k'q'p'R'nc'p.'r' t'k'c'v'g'o' g'f'k'c'v'k'q'p.'l'w'f'k'ek'n'ug'w'go' g'p'v'eq'p'h'g't'g'p'eg'u.'c'p'g'c't'n'f'
p'g'w'c'n'g'x'c'n'w'c'v'k'q'p.'c'o' k'p'k'v't'k'n'u'w'o' o' c't{'l'w{'v't'k'n'f'q't'y' g'h'k'ng'o'

*d+ "Rct'v' T'gs w'g'u'u'o' C'v'c'p{'v'k'o' g'c'h'g't'y' g'k'p'k'k'n'T'w'g'38'ue'j' g'f' w'k'p'i' 'eq'p'h'g't'g'p'eg.'c'p{'r' c't'v{'o' c{'
k'p'h'q't'o' 'y' g'Eqwt'v'y' c'v'y' g'ecug'k'u'f'k'r' g'h'q't'CF T'c'p'f' t'gs w'g'u'v'y' g'Eqwt'v'v'q'f'k'g'v'y' g'ecug'v'q
o' g'f'k'c'v'k'q'p'k'p'c'ee'q't'f'c'p'eg'y' k'j' 'y' g'Eqwt'v'u'v'O' g'f'k'c'v'k'q'p'R'nc'p'q't'u'q'o' g'q'y' g't'h'q't'o' 'q'h'CF T'o

"

Vj g'r ctv'gu'o c{'t'gs w'g'u'v'c'l'w'f'k'ek'n'ug'w'go' g'p'v'eq'p'h'g't'g'p'eg'q'p'n'f' 'c'h'g't'y' g{'j' c'x'g'g'p'i' c'i' g'f' 'k'p'
c'p'f' 'e'g't'v'h'f' 'v'q'y' g'Eqwt'v'y' c'v'y' g{'j' c'x'g'r' c't'v'k'ek' c'v'g'f' 'k'p'i' q'q'f' 'h'c'k'y' 'k'p'c'v'h'g'c'u'v'q'p'g'w'p'u'w'ee'g'u'w'h'n'
o' g'f'k'c'v'k'q'p'w'p'f' g't'y' g'Eqwt'v'u'v'O' g'f'k'c'v'k'q'p'R'nc'p'q't'r' t'k'c'v'g'o' g'f'k'c'v'k'q'p'o"

*e+ "Eqwt'v'Q't'f' g't'g'f' 'C'n'g't'p'c'v'x'g'F'kur w'g'T'gu'qn'w'k'q'p'o' Vj g'Eqwt'v'o' c{'q't'f' g't'y' g'r' c't'v'g'u'v'q'w'p'f' g't'i' q
c'p{'h'q't'o' 'q'h'CF T.'k'p'en'f' k'p'i' 'd'w'p'q'v'h'o' k'g'f' 'v'q'o' g'f'k'c'v'k'q'p'r' w'tu'w'c'p'v'v'q'y' g'Eqwt'v'u'v'O' g'f'k'c'v'k'q'p'
R'nc'p.'*c'v'j' w'r <ly y y o'py f o'ueqwt'v'u'v' q'x'lo' g'f'k'c'v'k'q'p/r'nc'p'o' j'r' +.'c'w'c'ej' g'f'j' g't'g'v'q'cu
CRRGP F KZ 'F'o

*f+ "T'gr' q't'v'k'p'i' 'O' g'f'k'c'v'k'q'p'T'gu'w'u'o'Y' k'j' k'p'9'f' c{'u'q'h'e'q'o' r'ng'v'k'q'p'q'h'Eqwt'v'q't'f' g't'g'f' 'CF T.'y' g
r' c't'v'g'u'v'uj' c'm'y' k'j' q'w'f'k'ue'm'q'k'p'i' 'y' g'r' c't'v'g'u'v't'g'ur' g'e'v'x'g'r' q'u'k'k'q'p'u'c'v'y' g'CF T.'h'k'g'c'p'q'v'k'eg'
y' c'v'y' g'CF T'y' c'u'eq'p'f' w'e'v'g'f' 'c'p'f' 'y' c'u'w'ee'g'u'w'h'n'q't'w'p'u'w'ee'g'u'w'h'n'c'p'f' 'y' j' g'y' g't'u'q'o' g'q'y' g't'
h'q't'o' 'q'h'CF T'o' k'i' j' v'c'u'k'u'v'k'p't'g'u'q'n'k'p'i' 'y' g'o' c'w'g't'o'

*g+ "T'g'r'g'h'H'q'o' 'C'n'g't'p'c'v'x'g'F'kur w'g'T'gu'qn'w'k'q'p'T'gs' w'k'g'o' g'p'v'o'D{'o' q'v'k'q'p'h'q't'i' q'q'f' 'ec'w'ug
u'j' q'y' p.'c'r' c't'v{'o' c{'d'g't'g'r'k'x'g'f' 'q'h'y' g'q'd'k'i' c'v'k'q'p'v'q'r' c't'v'k'ek' c'v'g'f'k'p'CF T'o

**LR 16.3
TRIAL MEMORANDA**

Rct'v'gu'lp'ekxki'ecugu'o c{'h'k'g'y' k'j' 'y' g'Eng't'm'ic'v't'k'n'o' go q'tc'p'f' w'o' 'q'h'h'c'ew'c'p'f' 'h'c'y' 'p'q'v'g'u'u'y' c'p'36
f'c{'u'd'g'h'q't'g'y' g'ecug'k'u'g'v'h'q't'v't'k'n'o'Y' k'j' q'w'r' t'k'q't'Eqwt'v'c'r r'tq'x'c'n'y' g'o' go q'tc'p'f' w'o' 'uj' c'm'd'g
n'o' k'g'f' 'v'q'47'r' c'i' g'u'k'p'h'g'p'i' y' o'Vj g'Eqwt'v'o' c{'t'gs' w'k'g'v't'k'n'o' go q'tc'p'f' c'c'p'f' 'y' k'n'k'p'u'w'ej' 'c'ecug.
p'q'v'h'f' 'eq'w'p'u'g'n'y' j' g'p'y' g'o' go q'tc'p'f' c'c't'g'f' w'g'o"

**LR 16.4
TRIAL CONTINUANCES**

Ecug'u'uj' c'm'p'q'v'd'g'eq'p'v'p'w'g'f' 'w'r' q'p'w'r' w'r'v'k'q'p'q'h'r' c't'v'g'u'o'Eq'p'v'p'w'c'p'eg'u'uj' c'm'd'g't'gs' w'g'u'v'g'f' 'c'v'y' g'
g'c't'r'g'u'v'v'o' g'y' c'v'y' g'p'g'g'ee'g'u'k'v'f' 'h'q't'y' g'eq'p'v'p'w'c'p'eg'c'r' r' g'c't'u'v'q'eq'w'p'u'g'r'o' T'gs' w'g'u'u'h'q't'v't'k'n'f'eq'p'v'p'w'c'p'eg'u

kp'ekxkrl'qt'etlo kpcn'ecugu'uj cm'dg'd{ 'c'y tkwgp'o qv'kp'hk'gf 'y kj 'y g'E'qwtv'qt.'kp'go gti gpelgu'qpnf . 'qp qtcn'bo qv'kp'o cf g'kp'qr gp'eqwtv'OE'qpv'kw'cpegu'o c{ 'dg'i t'cp'vgf 'qpnf 'w' qp'c'uj qy kpi 'qh'i q'qf 'ecwug' Cmi'o qv'kpu'hqt'eqpv'kw'cpegu'o wuv'eqo r n' 'y kj 'NT'9040

**LR 23.1
DESIGNATION OF "CLASS ACTIONS"**

Vj g'eqo r r'k'p'v'qt'q'v'j gt 'r'ngcf kpi 'uggnkpi 'v'cu'ugt'v'c'erc'ko 'd{ 'qt'ci ckpu'v'c'erc'uu'uj cm'dgct'pgz'v'v'ku ecr'v'kp'y'j g'rgi gpf 'o'Eqo r r'k'p'v'/'E'rc'uu'/'C'ev'k'p'06"

**LR26.1
DISCOVERY IN CIVIL CASES**

*c+ "K'p'v'gttqi cv'qt'kgu'='T'gs w'gu'u'hqt'/'C'f o k'u'k'q'p'='T'gs w'gu'u'hqt'/'R't'q'f w'e'v'k'p'/'q'h'/'F' q'ewo g'p'u'0"
*3+ 'Y j gp'cpuy g'k'p'i "qt'q'dl'ge'v'k'p'i 'v'k'p'v'gttqi cv'qt'kgu.'t'gs w'gu'u'hqt'/'c'f o k'u'k'q'p'/'q't'/'t'gs w'gu'u'hqt' r' t'q'f w'e'v'k'p'/'q'h'/'f' q'ewo g'p'u.'y' g' t'gr n' k'p'i "qt'q'dl'ge'v'k'p'i 'r' c't'v' 'uj cm'l'ug'v'hqt' y' 'ko o g'f' k'ev'gn' r' t'ge'g'f' k'p'i 'y' j' g'cpuy g't'q't'q'dl'ge'v'k'p.'y' g'f' k'ue'q'x'g't{ 't'gs w'gu'v'y' k'j 't'g'ur' g'ev'v'q' y' j' k'ej 'c'puy g't'q't' q'dl'ge'v'k'p'/'k'u' o c'f' g'0"

*4+ 'R'ct'v'kgu' o c{ 'g'rg'ev't'q'p'k'ec'm'f 'h'k'g'c' 'o'p' q'v'k'eg'/'q'h'/'U'g't'x'k'eg'o'/'u'g'v'k'p'i 'h'q't'v'j 'y' g'f' c'v'g'q'p' y' j' k'ej 'y' j' g' k'p'v'gttqi cv'qt'kgu.'t'gs w'gu'u'hqt'/'c'f o k'u'k'q'p'/'q't'/'t'gs w'gu'u'hqt'/'r' t'q'f w'e'v'k'p'/'q'h'/'f' q'ewo g'p'u'/'q't'/'y' g' t'g'ur' q'p'ug'u' y' g't'g'v'q' y' g't'g'/'u'g't'x'g'f' 0'k'p'v'gttqi cv'qt'kgu.'T'gs w'gu'u'hqt'/'R't'q'f w'e'v'k'p'/'q'h'/'f' q'ewo g'p'u.'c'p'f 'T'gs w'gu'u'hqt'/'C'f o k'u'k'q'p'/'u'j' c'm'p'q'v'/'d'g'/'h'k'g'f' . "g'z'eg'r' v'cu'c'm'q'y' g'f' 'd{ 'NT'480' *c+*5+ 'q't'/'NT' 480' *d+0

*5+ 'C' o q'v'k'p'/'h'q't'/'r'g'c'x'g'/'q'h'/'E'q'w't'v'q'/'u'w'd'o k'v'c'f' f' k'k'q'p'c'n'l'k'p'v'gttqi cv'qt'kgu'/'d'g' { q'p'f 'y' j' g'p'w'o d'g't' c'm'q'y' g'f' 'k'p'/'H'g'f' 0'T'0'E'k'x'0'R'0'5'5'/'u'j' c'm'l'k'p'en'f' g'/'e'q'r' k'g'u'/'q'h'/'u'w'ej' "c'f' f' k'k'q'p'c'n'l'k'p'v'gttqi cv'qt'kgu'/'v'q'/'d'g' u'w'd'o k'w'g'f' . "c'm'p'i 'y' k'j 'c'/'u'v'c'v'g'o g'p'v'c'u'/'v'q'/'y' j' g'p'g'eu'k'v' { 'h'q't'/'u'w'ej' "c'f' f' k'k'q'p'c'n'l'f' k'ue'q'x'g't' { . 'k'u' t'g'ng'x'c'p'eg'/'q't'/'h'k'ng'k'j' q'q'f' 'v'q'/'r'g'c'f' 'v'q'/'c'f' o k'u'k'd'ng'/'g'x'k'f' g'p'eg' . "c'p'f' 'y' j' g'/'h'c'ev'v'j' c'v'k'/'e'c'p'p'q'v'/'d'g' q'd'v'k'p'g'f' 'h'q'o' 'q'v'j' g't'/'u'q'w't'eg'u' . 'c'u'/'y' g'n'l'c'u'/'y' j' g'/'e'g't'/'k'h'k'ec'v'k'p'/'t'gs w'k't'g'f' 'd{ 'NT'904' *c+0

*d+ "F' k'ue'q'x'g't' { 'O' q'v'k'p'u'0"

*3+ 'F' k'ue'q'x'g't' { 'o' q'v'k'p'u'/'c't'g'/'u'w'd'l'g'ev'v'q'/'y' j' g'/'t'gs w'k't'g'o g'p'u'/'q'h'/'NT'904' *c+0

*4+ 'O' q'v'k'p'u'/'v'q'/'e'q'o r' g'n'l'f' k'ue'q'x'g't' { 'k'p'/'c'ee'q't'f' c'p'eg'/'y' k'j 'H'g'f' 0'T'0'E'k'x'0'R'0'4'8'/'y' t'q'w'i' j' '5'9'/'u'j' c'm'< *C'+'s' w'q'v'g'/'x'g't'd'c'v'k'o' "q't'/'c'w'c'ej' "e'q'r' k'g'u'/'q'h'/'g'c'ej' "f' g'r' q'u'k'k'p'/'s' w'g'u'v'k'p' . 'k'p'v'gttqi cv'qt' { . t'gs w'gu'v'hqt'/'c'f' o k'u'k'q'p' . "q't'/'t'gs w'gu'v'hqt'/'r' t'q'f w'e'v'k'p'/'v'q'/'y' j' k'ej 'q'd'l'g'ev'k'p'/'j' c'u'/'d'g'g'p'/'v'c'ng'p' q't'/'k'p'eq'o r' n'g'v'g'/'t'g'ur' q'p'ug'/'j' c'u'/'d'g'g'p'/'i' k'x'g'p'='c'p'f' .

*D+ 'k'p'en'f' g'/'y' j' g'/'t'g'ur' q'p'ug'/'c'p'f' 'y' j' g'/'i' t'q'w'p'f' u'/'c'u'k'i' p'g'f' 'h'q't'/'y' j' g'/'q'd'l'g'ev'k'p'/'k'h'/'p'q'v'c'r' r' c't'g'p'v' h'q'o' 'y' j' g'/'q'd'l'g'ev'k'p'+'/'k'h'/'c'p' { 0

*5+ 'T'g'ur' q'p'ug'u'/'v'q'/'o' q'v'k'p'u'/'v'q'/'e'q'o r' g'n'l'f' k'ue'q'x'g't' { 'u'j' c'm'l'v'c'v'g'/'y' k'j 'r' c't'v'k'ew'r'c't'k'v' { 'y' j' g'/'d'c'u'k'u'/'h'q't' . c'p'f' . 'y' j' g'p'/'c'r' r' t'q'r' t'k'v'g' . 'k'p'en'f' g'/'g'x'k'f' g'p'v'k't' { 'u'w'r' q't'/'h'q't'/'g'c'ej' "q'd'l'g'ev'k'p'/'v'q'/'y' j' g'/'t'gs w'g'u'v'g'f'

f kueqxgt { "qt" i kxgp' t gur qpug0

*6+ Rct vku'uj cmi hkg' qpn{ 'yj qug' r qt vku'uj qh' yj g' f gr qukxqp. 'kpvgttqi cvqt { . 'tgs wgu' hqt f qewo gpw. 'tgs wgu' hqt 'cf o kuukap. 'qt' t gur qpug' yj cv' ct g' cv' kuuwg0

*e+ " Uwdr qgpc'kp'Ckf "qh'F kueqxgt { 0" C dugpv' cp' qtf gt "qh' yj g' Eqwv' v' q' yj g' eqpv' ct { . 'gcej 'r ct v' 'vq' yj g' cev' kp' kp' yj j lej 'c' uwdr qgpc' ku' ugtxgf 'tgs wktkpi 'yj g' r tqf wkv' qp' qh' f qewo gpw' qt' cp kpur gev' kp' u' j cmi' j cxg' yj g' tki j v' v' q' t' gxkgy 'cpf "eqr { 'f qewo gpw' r tqf weg' f' r wtuwcp' v' v' q' uwe' j 'c uwdr qgpc' cpf 'vq' r ct v' k' r cvg' kp' yj g' kpur gev' kp' 0

f + " Rct vku'uj cmi' uwr r ngo gpv' f kuenuwt gu' cpf 'f kueqxgt { 't gur qpugu' cu' tgs wkt gf 'd { 'Hgf 0T0E kx0R0 48 g+ 'pq' r' cvgt' yj cp' yj kt v' { 'f c { u' dghqt g' yj g' v' k' cni' f cvg0

*g+ " G/F kueqxgt { "

*3+ 'kp' v' t' qf wkv' qp' 0E qwpugni' hqt 'r ct vku'uj qwf "eqphgt "cu' v' q' yj j gj gt " yj g' r ct vku'uj km' luggm f kueqxgt { "qh' g' gev' t' qplecm' 'uqt gf "kphqto cv' k' p' "o' f/ f kueqxgt { o' 0Vj g' Eqwv' v' z' r gew' yj g r ct vku'uj "eqqr g' t' kxgn' { "ci tgg' qp" j' qy "vq' eqpf wv' g' / f kueqxgt { 0Cp { "ci tgg' gpv' t' gcej gf "uj cm dg' uwd' o' kwgf "vq' yj g' Eqwv' hqt "cr r tqxcr' 0" 'kp' yj g' gxgpv' yj cv' uwe' j "ci tgg' gpv' j' cu' p' qv' d' gg' p' tgcej gf "cpf "cr r tqxgf "d { " yj g' Eqwv' d' { " yj g' Hgf 0T0E kx0R038' uej gf wktkpi "eqphgt gpeg. ' yj g hqm' y' kpi 'f ghcw' n' u' wcp' f ctf u' u' j' cmi' r r n' { 'wp' v' ku' uwe' j 'vko g. 'k' h' g' x' gt. ' yj g' r ct vku'uj t' gcej "ci tgg' gpv cpf " yj g' Eqwv' v' r r tqxgu' yj g' r rp' "vq' eqpf wv' g' / f kueqxgt { 0

4+ F kueqxgt { "eqphgt gpeg0Rct vku'uj cmi' f kuewv' yj g' r cto gv' tu' qh' yj gk' cp' v' k' r cvg' g/ f kueqxgt { "cv' yj g' Hgf 0T0E kx0R048 h+ "eqphgt gpeg. "cu' y' gmi' cu' cv' yj g' T wr g' 38' uej gf wktkpi eqphgt gpeg' y' kj ' yj g' Eqwv' v' "eqpukxgpv' yj kj ' yj g' r tqeg' f wtu' q' w' r' kp' gf "dgr' y' 0' Rtk' q' t' v' q' yj g' T wr g' 48* h+ "eqphgt gpeg. ' yj g' r ct vku'uj cmi' gzej cpi g' yj g' hqm' y' kpi "kphqto cv' k' p' <

*C+ C' rku' v' qh' yj g' r' gt u' qp' u' o' quv' r' k' n' gn' { "vq' j' cxg' t' g' r' x' cpv' g' gev' t' qplecm' { "uqt gf kphqto cv' k' p' *Skf gp' v' k' gf "ewuv' f k' pu\$+ . "kpenm' kpi "c" dt k' h' f g' uet k' r k' p' qh' g'cej ' r' gt u' qp' u' v' k' g' cpf "t' gur qp' u' k' r' k' k' u' *ugg' Rct c09+0

*D+ C' rku' v' qh' g'cej "t' g' r' x' cpv' g' gev' t' qple "kphqto cv' k' p' u' { u' vgo ' yj cv' j' cu' d' gg' p' kp' r' n' e' g' cv' cm r' gt v' k' p' gpv' v' k' o' g' r' gt k' qf u' k' penm' kpi ' yj g' r' j' { u' k' c' ni' h' q' c' v' k' p' qh' yj g' u' { u' vgo . ' yj g' v' f' r' g' qh u' { u' vgo . ' yj j' gj gt " yj g' u' { u' vgo ' ku' c' t' e' j' k' x' c' ni' q' t' ce' v' k' x' g. ' cpf " yj g' r' gt u' qp' u' o' quv np' qy r' gf i' g' d' r' g' cd' q' w' yj g' u' { u' vgo 0

*E+ Vj g' r' ct vku'uj qwf "cnuq' k' penm' g' qy g' t' r' gt v' k' p' gpv' k' p' h' q' to cv' k' p' "cd' q' w' yj gk' g' gev' t' qplecm' { "uqt gf "kphqto cv' k' p' cpf " yj j' gj gt " yj cv' g' gev' t' qplecm' { "uqt gf "kphqto cv' k' p' ku' p' qv' t' g' cu' qp' c' d' n' { "ceeg' u' k' d' r' g' 0G' gev' t' qplecm' { "uqt gf "kphqto cv' k' p' p' qv' t' g' cu' qp' c' d' n' { "ceeg' u' k' d' r' g' o' c { "kpenm' g' k' p' h' q' to cv' k' p' et g' cv' g' f "qt' w' u' g' f "d { "g' gev' t' qple" o' g' f' k' c. 'uq' h' y' ctg. qt' j' ctf y' ctg' yj cv' ku' p' q' r' p' i' g' t' kp' w' u' g' o' c' k' p' v' k' p' gf "kp' t' gf w' p' f' cpv' g' gev' t' qple "uqt' ci g' o' g' f' k' c. "qt' h' q' t' yj j' lej "t' g' v' k' x' c' ni' k' p' x' q' x' g' u' u' w' d' u' w' cp' v' k' r' e' q' u' 0

*F + Vj g' p' co g' qh' yj g' k' p' f' k' k' f' w' c' ni' f' g' u' k' i' p' c' v' g' f' d { "c' r' ct v' { "cu' d' g' k' p' i' o' quv' h' p' qy r' gf i' g' d' r' g

tgi ctf kpi 'y cv'r ctv\ u'grgestqple'f qewo gpv'tgvvpkqp'r qrlkgu*\$y g'tgvvpkqp
eqqtf kpcvqt\$+.'cu'y gmi'cu'c'i gpgtcnlf guetk vkqp'qh'y g'r ctv\ u'grgestqple'f qewo gpv
tgvvpkqp'r qrlkgu'hqt'y g'u{ ugo u'kf gpvkhgf "cdqyg"*ugg'Rctc09+0

*G+Vj g'pco g'qh'y g'kpf kxf wcn'y j q'uj cm'ugtxg'cu'y cv'r ctv\ u'\$g/f kueqxt {
eqqtf kpcvqt\$*ugg'Rctc05+0

*H+CP{ 'r tqdngo u'tgcuqpcdn\ 'cpv'ekr cvgf "v'ctkug'kp"eqppgevkqp'y kj "g/f kueqxt { 0
Vq'y g'gzv'p'y cv'y g'ucv'g'qh'y g'r r'gcf kpi u'f qgu'pqv'r gto k/c'o gcpkpi hwnf kuewuukqp
qh'y g'cdqyg'd { 'y g'Twrg'48*h+eqphgtgpeg.'y g'r ctv\ku'uj cm'gkj gt'ci tgg'qp'c'f cvg
y cv'y ku'kphqto cvkqp'y kn'dg'o wwcml "gzej cpi gf "qt'wdo kv'y g'kuuwg'hqt'tguqnwkqp
d { 'y g'Eqtwt'cv'y g'Twrg'38'uej gf wkpi "eqphgtgpeg0

*5+G/f kueqxt { "eqqtf kpcvqt0k"qtf gt "v'r tqo qvg'eqo o wplecvkqp"cpf "eqqr gtcvkqp"dgw ggp
y g'r ctv\gu."gcej 'r ctv\ "v'c'ecug'uj cm'f guki pcvg'c'ulpi ng'kpf kxf wcn'y tqwi j 'y j qo "cm'g/
f kueqxt { 'tgs wguu'cpf 't'gur qpugu'ctg'eqqtf kpcvgt "\$y g'g/f kueqxt { "eqqtf kpcvqt\$+0
Tgi ctf nguu'qh'y j gjv gt'y g'g/f kueqxt { "eqqtf kpcvqt'ku'cp'cwqtpg { "k/j qwug'qt'qwukf g
eqwpugn: "c'y kf/r ctv\ "eqpuwn'cpv."qt'cp'go r m { gg'qh'y g'r ctv\ . 'j g'qt'uj g'o wuv'dg<

*C+Hco krlct'y kj 'y g'r ctv\ u'grgestqple'kphqto cvkqp'u{ ugo u'cpf "ecr cdrlkkgu'kp
qtf gt "v'g'zr r'k'p'y gug'u{ ugo u'cpf "cpuy gt'tgrxcpv's wguwqpu=

*D+Mpqy r'f i g'cdng'cdqw'y g'v'ej plecn'cur gevu'qh'g/f kueqxt { . 'kpenf kpi "grgestqple
f qewo gpv'lwqci g.'qti cpl cvkqp."cpf 'hqtto cv'kuuwg="cpf

*E+Rtgr ctgf "v'r ctv'ekr cvg'kp"g/f kueqxt { 'f kur wg'tguqnwkqpu0

Vj g'g/f kueqxt { "eqqtf kpcvqtu'uj cm'dg'tgur qpukdng'hqt'qti cpl kpi "gcej 'r ctv\ u'g/f kueqxt {
ghqtu'v'kpuwt'g'eqpukv'gpe { "cpf 'y qtqwi j pguu'cpf 'i gpgtcml . "v'hcekl'cv'g'y g'g/f kueqxt {
r tqegu0

*6+Vko kpi "qh'g/f kueqxt { 0f kueqxt { "qh'tgrxcpv'grgestqplecm\ "uwtgf 'kphqto cvkqp'uj cm
r tqeggf "k'cp'qtf gtn\ 'huj kqp0

*C+Chgt'tgegk'kpi 'tgs wguu'hqt'f qewo gpv'r tqf wv'kqp.'y g'r ctv\ku'uj cm'ugctej 'y gk
f qewo gpv."qvj gt'y cp'y qug'kf gpvkhgf "cu'grgestqplecm\ "uwtgf 'kphqto cvkqp'pqv
tgcupcdn\ "ceeguukdng."cpf 'r tqf weg'tgur qpukxg'grgestqplecm\ "uwtgf 'kphqto cvkqp'kp
ceeqtfcpeg'y kj "Twrg'48*d+*4+*D+0"

*D+Grgestqple'ugctej gu'qh'f qewo gpv'kf gpvkhgf "cu'grgestqplecm\ "uwtgf 'kphqto cvkqp
pqv'tgcuqpcdn\ "ceeguukdng'uj cm'pqv'dg'eqpf wv'gf "wpv'k'y g'kpk'kn'grgestqple
f qewo gpv'ugctej 'j cu'dggp'eqo r r'ngvf 0Tgs wguu'hqt'kphqto cvkqp'gzr gev'gf "v'dg
h'wpf "k'pqv'tgcuqpcdn\ "ceeguukdng'uqwt'egu'o wuv'dg'pcttqy n\ 'h'ewugf . 'y kj 'uqo g
dcuku'kp'hcev'ur r qt'kpi 'y g'tgs wgu0

*E+Qp/ukg'kpur gevkapu'qh'grgestqple'kphqto cvkqp'u{ ugo 'wvf gt'Hgf OT0Eix0R056*d+
uj cml'pqv'dg'qtf gtgf 'cdugpv'i qaf 'ecwug'cpf 'f go qpuctcvkqp'qh'ur gekkle'pggf 0

*7+Ugctej 'o gj qf qmji {0K'i'j g'tgur qpf kpi 'r ctv{ 'kpv'pf u'vq'wug'cp'grgestqple'ugctej 'vq
mcev'g'tgur qpukxg'grgestqplecm{ 'uqtf'gf 'kphqto cvkqp.'v'j g'r ctv'ku'uj cml'pqv'kh{ 'cml'qv'j gt'r ctv'ku
cpf 'f kuemug'r tqr qugf 'ugctej 'vgo u'cpf 'cp{ 't'gukt'ev'kpu'cu'vq'ueqr g'cpf 'o gj qf 0Vj g
r ctv'ku'uj cml'eqphgt'k'p'i qaf 'hckj' 'k'p'cp'cwgo r v'vq'tgcej 'cp'ci tggo gpv'cu'vq'v'j g'o gj qf 'qh
ugctej kpi . 'cpf 'v'j g'y qtf u.'vgo u.'cpf 'r j tcugu'vq'dg'ugctej gf 0Vj g'r ctv'ku'uj cml'cnuq'cwgo r v
vq'tgcej 'cp'ci tggo gpv'cu'vq'v'j g'ko kpi 'cpf 'eqpf k'k'k'p'cu'qh'cp{ 'cf f k'k'q'p'cn'ugctej gu'v'j cv'o c {
dgeo g'pgeguuct { 'k'p'v'j g'pqto cml'eqwtug'qh'f kuexgt { 0

*8+F ghcwn'hqto cv'qh'grgestqplecm{ 'uqtf'gf 'kphqto cvkqp0K'i'f wtkpi 'v'j g'eqwtug'qh'v'j g'Twrg
48'h'eqphgt'peg'v'j g'r ctv'ku'ecppqv'ci tgg'vq'v'j g'hqto cv'hqt 'f qewo gpv'r tqf wekqp.
grgestqplecm{ 'uqtf'gf 'kphqto cvkqp'uj cml'dg'r tqf wegf 'vq'v'j g'tgs wgu'kpi 'r ctv{ 'cu'ko ci g'h'k'gu
*g0 0'RF H'qt 'V'K'H'0'K'i'j g'ko ci g'h'k'gu'ku'r tqf wegf . 'v'j g'r tqf wekpi 'r ctv{ 'o wu'v'eqp'v'kw'v'q
r t'gugt'x'g'v'j g'k'p'v'gi tkv{ 'qh'v'j g'p'cv'k'x'g'h'k'g.'k'g'0'v'j g'q'tki k'p'cn'hqto cvkpi 'qh'v'j g'f qewo gpv.'ku
o g'v'f cv'c'cpf . 'y j gtg'cr r r'k'cd'ng.'ku't'g'x'k'k'q'p'j ku'qt { 0'Ch'gt 'k'p'k'k'cn'r tqf wekqp'k'p'ko ci g'h'k'g
hqto cv'ku'eqo r r'g'v'g.'c'r ctv{ 'o wu'v'f go qpuct'cv'g'c'r ctv'k'w'ct'k'k' gf 'pggf 'hqt 'r tqf wekqp'qh
grgestqplecm{ 'uqtf'gf 'kphqto cvkqp'k'p'ku'p'cv'k'x'g'hqto cv0

*9+T'gv'p'v'k'p'0'F wtkpi 'v'j g'Twrg'48'h'eqphgt'peg.'v'j g'r ctv'ku'uj qwf 'y q'm'v'qy ctf 'cp'ci tggt
r t'gugt'x'cv'k'p'Q'tf gt'v'j cv'q'w'k'p'gu'v'j g'uv'r u'gcej 'r ctv{ 'uj cml'cng'v'q'ugi tgi cv'g'cpf 'r t'gugt'x'g
v'j g'k'p'v'gi tkv{ 'qh'cml't'gr'x'cp'v'grgestqplecm{ 'uqtf'gf 'kphqto cvkqp0K'p'q'tf gt'v'q'cx'q'k'f 'r'v'gt
ceew'uc'v'k'p'cu'qh'ur q'k'cv'k'p.'c'H'gf OT0Eix0R052*d+*8+f gr qu'k'k'p'cu'qh'gcej 'r ctv{ 'u't'g'v'p'v'k'p
eqqtf k'p'cv'qt'o c { 'dg'cr r tqr tk'v'g'0'Vj g't'g'v'p'v'k'p'eqqtf k'p'cv'qt'u'uj cm<

*C+'V'eng'uv'r u'vq'gp'w'g'v'j cv't'gr'x'cp'v'g/o c'k'i'q'h'k'f gp'v'h'g'f 'ew'uv'f k'p'u'ct'g'p'qv
r gto c'p'g'p'w'f " f g'v'g'v'f 'k'p'v'j g'q'tf k'p'ct { 'eqwtug'qh'd'w'k'p'gu'c'p'f 'v'j cv't'gr'x'cp'v
grgestqplecm{ 'uqtf'gf 'kphqto cvkqp'o c'k'p'cv'k'p'gf 'd { 'v'j g'k'p'f k'k'f w'cn'ew'uv'f k'p'u'ct'g'p'qv
cngt'gf 0

*D+'R't'q'x'k'f g'p'q'v'eg'v'q'v'j g'r ctv'ku'cu'vq'v'j g'et'k'gt'k'c'w'ug'f 'hqt'ur co 'cpf l'qt'x'k'w'u
h'k'ng't'k'pi 'qh'g/o c'k'i'c'p'f 'c'w'cej o gp'u'0'G/o c'k'u'c'p'f 'c'w'cej o gp'u'h'k'ng't'gf 'q'w'd { 'u'we'j
u{ ugo u'uj cml'dg'f ggo gf 'p'q'p/t'gur qpukx'g'v'q'v'q'p'i 'cu'v'j g'et'k'gt'k'c'w'v'f g't'k'p'i 'v'j g
h'k'ng't'k'pi 'ct'g't'g'cu'q'p'cd'ng'0

*. +R't'k'k'ng'i g'0'E'q'w'p'ug'n'uj cml'cwgo r v'vq'tgcej 'cp'ci tggo gpv'q'p'c'r tqr qugf 'Q'tf gt't'gi ctf kpi
y c'k'x'gt'qh'r tk'k'ng'i g'q't'r t'q'v'g'v'k'p'k'p'v'j g'g'x'gp'v'r tk'k'ng'i gf . 'r t'q'v'g'v'f 'q't'q'v'j g'ty kug
eq'p'h'k'f gp'v'cn'grgestqplecm{ 'uqtf'gf 'kphqto cvkqp'ku'k'p'c'f x'gt'v'p'v'f 'f kuemug'f 0U'gg'H'gf OT0G'x'k'f 0
7240

*, +E'qu'u'0'Vj g'uj k'k'p'i 'qh'f kuexgt { 'equ'u'v'q'v'j g't'gs wgu'kpi 'r ctv{ 'qt'v'j g'uj c't'k'p'i 'qh'v'j qug
equ'u'd'g'y g'gp'v'j g't'gs wgu'kpi 'r ctv{ 'cpf 't'gur q'p'f k'p'i 'r ctv{ 'uj q'w'f 'dg'eq'p'k'f g't'gf 'y j gp'v'j g

grgevtqplecm{\ 'uvtgf 'lphqto cvkqp'ku'uqwi j v0ki'vj g'r ctvku'ctg'wpcdrng'vq'tgcej 'cp'ci tggo gpv
 yj g'qwtv.'qp'o qvqp'qh'qpg'qh'vj g'r ctvku.'uj qwf 'eqpukf gt 'y' g'hqmqy kpi 'hcevqtu.'kp
 f guegpf kpi 'qtf gt'qh'ko r qtwpeg.'kp'f gvgto kpkpi 'y j gyj gt'cp{\ 'qt'cmf kueqxgt {\ 'equu'uj qwf
 dg'dqtpg'd{\ 'y' g'tgs wguvpi 'r ctv{\ < *3+'y' g'gzvqv'vq'y j lej 'y' g'tgs wguv'ku'ur gekhecm{\ 'vckqtgf
 vq'f kueqxgt'tgrxcpv'lphqto cvkqp=*4+'y' g'cxckrdkrf{\ 'qh'uwej 'lphqto cvkqp'htqo 'qy' gt
 uqwtegu=*5+'y' g'vqvr'equv'qh'r tqf wevqp'eqo r ctgf 'vq'vj g'co qwpv'kp'eqpvtqxgtu{\ =*6+'y' g
 vqvr'equv'qh'r tqf wevqp'eqo r ctgf 'vq'vj g'tguwtegu'cxckrdng'vq'gcej 'r ctv{\ =*7+'y' g'tgrvkg
 cdkrf{\ 'qh'gcej 'r ctv{\ 'vq'eqpvtq'nequu'cpf 'ku'lpegpv'xg'vq'f q'uq=*8+'y' g'ko r qtwpeg'qh'vj g
 kuwgu'cv'ucng'kp'vj g'rkkk cvkqp=cpf *9+'y' g'tgrvkg'gdpghku'qh'qdvc'kpi 'y' g'lphqto cvkqp0
 Ugg'cnuqHgf 0T0Ek0R048*d+*4+*E+0

LR 43.1

PROCEDURES AT HEARING AND TRIALS

*c+'Rt gugpeg'qh'Eqwpugr0

*3+F w{\ 'qh'Eqwpugr0'Wprguu'gzeuwgf 'd{\ 'y' g'Eqwtv.'wptgr tgugpvgf 'r ctvku'qt'eqwpugr'y kj
 cwj qtkf 'vq'dkpf 'r ctvku'uj cm'dg'r tgugp'v'cpf 'r wpewen'c'v'cm'r qt'v'qpu'cpf 'r j'cugu'qh'j' gctkpi u
 cpf 'v'kcn.'kpenf kpi 'kp'lwt {\ 'ecugu.'y' g'vko g'f wtkpi 'y j lej 'y' g'lwt {\ 'ku'eqpukf gtkpi 'ku'xgtf kex0'
 Eqwpugr'cpf 'wptgr tgugpvgf 'r ctvku'uj cm'lphqto 'y' gkt'y' kpguugu'qh'vj g'p'ggf 'hqt'r wpewcrk{\ 0

*4+'Rt guwo gf 'Rt gugpv0'Wprguu'vj g'eqpvtct {\ 'chko cvkgn{\ 'cr r gctu'qh'tgeqtf . 'k'y' km'dg
 r tguwo gf 'y' cv'vj g'r ctvku'cpf 'y' gkt'eqwpugr'ctg'r tgugp'v'c'v'cm'luci gu'qh'vj g'v'kcn'qt'kh'cdugpv.
 y' cv'vj gkt'cdugpeg'y' cu'xqmpvct {\ 'cpf 'eqpukwgf 'c'y' cxkg'qh'vj gkt'r tgugpeg0'

*d+'Eqpf wev'qh'Eqwpugr0

*3+F wtkpi 'Eqwtv'r tqeggf kpi u.'cm'cwqtpg{\ u'uj cm'lucpf 'y' j gp'ur gcmkpi 0'cm'qdlgev'qpu'cpf
 eqo o gpw'vj g'gqp'uj cm'dg'cf f tguugf 'vq'vj g'Eqwtv0'Qdlgev'qpu'uj cm'dg'o cf g'y' kj 'ur gekhe
 tghgtpeg'vq'vj g'Hgf gtrn'Twng'qh'Gxkf gpeg'qt'qy' gt'cwj qtkf {\ 'qp'y j lej 'y' g'qdlgev'qpu'ku
 dcugf 'y' kj qw'cti wo gp0' Cp{\ 'tgs wguv'vq'j' cxg'y' g'tgr qt'vt' tgcf 'dcem'v'gu'ko qp{\ 'uj qwf 'dg
 cf f tguugf 'vq'vj g'Eqwtv0'Vj gtg'uj cm'dg'pq'qtcn'eqpht'qpv'v'qpu'dgwy ggp'qr r qukpi 'eqwpugr0''

*4+'Eqwtv'q'qo 'Cvktg0'cm'cwqtpg{\ u'cr r gctkpi 'kp'vj ku'Eqwtv'uj cm'dg'cr r tq'rtkvgn{\ 'cvktgf '/
 eqcv'cpf 'vkg'ht'o gp.'eqo r ctcdng'cvktg'ht'y' qo gp''/ 'cpf 'uj cm'pqv'dg'i tq'qo gf 'qt'cvktgf 'kp'c
 o c'ppgt'ec'r'w'v'gf 'vq'f kut'cev'cwgp'v'qpu'htqo 'y' g'r tqeggf kpi u.'ecm'c'wgp'v'qpu'vq'vj go ugr'gu.
 qt'uj qy 'f kutgur gev'vq'vj g'Eqwtv0''

*e+'Rt gugpeg'qh'Rctvku0'cm'r ctvku'uj cm'dg'r tgugp'v'cv'cp{\ 'v'kcn'wprguu'r tkqt'cr r tq'x'cn'qh'vj g'cdugpeg
 qh'c'r ctv{\ 'ku'qdvc'kpgf 'htqo 'y' g'Eqwtv0

*f+'Gzco kpcvqp'qh'Y kpguug0

*3+'Qpn{\ 'qpg'cwqtpg{\ 'tgr tgugp'v'kpi 'gcej 'r ctv{\ 'kp'vj g'rkkk cvkqp'uj cm'gzco kpg.'etquu'gzco kpg
 qt'qdlgev'f wtkpi 'y' g'gzco kpcvqp'qh'cp'kp'f k'kf wcn'y' kpguug0

*4+'P q'r gtuq'p'uj cm'd{\ 'h'ekcn'gzr tguukp'qt'qy' gt'r j {\ 'ulecn'i' guwtg.'gzj kdk'cp{\ 'qr kpkp
 eqpegt'kpi 'cp{\ 'v'gu'ko qp{\ 'y' cv'ku'dgkpi 'i' kxgp'd{\ 'c'y' kpguug0

*g+'Gzj kdku0

*3+'Y j gp'r tcevekn'cm'f qewo gpvt {"gzj kdku'uj cm'dg'r tgr ctgf 'kp'uw'he'k'gpv's wcpv'k'ku'uq
y j cv'c'eqr {"o c {"dg'hw'pkuj gf 'vq'vj g'y kpguu.'vj g'Eqwtv.'qr r qulpi "eqwpugn'cpf 'vj g'gzco k'kpi
cwqtpg{"0"Vj g'cf o kuukdkv{"qh'v'kcn'gzj kdku'uj qwf "dg'vkr wcv'g'f y j gpgxg'r quukng0"

*4+'Chgt 'vj g'h'pcn'f gyto kpcv'qp'qh'cp'cev'qp.'eqwpugn'qt'r ctv'ku'uj cm'j cxg'52'f c {u'y kj kp
y j lej 'vq'y kj f tcy "gzj kdku'cpf 'f gr quuk'k'pu0"kp'vj g'gxgp'v'vj g'gzj kdku'cpf 'f gr quuk'k'pu'ctg
pqv'y kj f tcy p.'vj g'Ernt'uj cm'chgt'p'qv'eg'vq'vj g'r ctv'ku.'f gwtq {"qt'qv'j gty kug'f kur qug'qh
vj go 0

*h+'Eqwtv'qgo 'Vgej pqm'j {"0"kp'vj g'lq'p'v'r tgv'kcn'qt'f gt 'vj g'r ctv'ku'uj cm'f ku'equg'vj g'v'gej pqm'j {"vj g'
k'p'v'g'f 'vq'wug'kp'vj g'Eqwtv'qgo 'f wtkpi 'vj g'v'kcn'vq'r t'gugp'v'vj g'k'ecug0"Vj ku'f ku'eq'uw'g'uj cm'k'ku'v'

*3+'gs wkr o gpv'vj g' {"k'p'v'g'f 'vq'dtkpi 'k'p'v'q'vj g'Eqwtv'qgo 'vq'wug'="cpf .

*4+'gs wkr o gpv'uw' r r'g'f 'd {"vj g'Eqwtv'vj cv'vj g'r ctv'ku'k'p'v'g'f 'vq'wug0

Hw'vj gt.'vj g'r ctv'ku'uj cm'cnu'q'eqp'ht o 'vj g'eqo r cv'kdkv' {"k'c'kdkv' {"qh'vj g'k'r r'c'p'p'g'f "wug'qh'v'gej pqm'j {
y kj 'vj g'Eqwtv'w'gs wkr o gpv'0'

*i +' Tgs wguw'ht' Lwt {"k'p'ut wv'k'p'pu0' C'm'it'gs wguw'ht' lwt {"k'p'ut wv'k'p'pu'uj cm'dg'h'k'g'f 'kp'c'eeq't'f c'p'eg
y kj 'vj g'f g'c'f r'k'p'gu'g'uc'd'k'uj gf 'kp'vj g'uej gf wtkpi 'q't'f gt'q't'd {"vj g'Eqwtv'0"Vj g't'gs wguw'o wuv
eq'v'k'p'ek'c'v'k'p'u'qh'uwr r q't'v'k'pi "c'w'j q't'k'ku'0'Uwr r r'go gp'v'c'n'c'p'f "c'f f'k'k'p'c'n'k'p'ut wv'k'p'pu'o c {"dg
u'wdo k'w'g'f 'vq'vj g'Eqwtv'r t'k'q't'vq'h'p'c'n'c't'i wo gpv'd {"eqwpugn0

**LR 45.1
SUBPOENAS IN CIVIL ACTIONS**

Vj g'W'p'k'g'f "U'c'v'gu'O ctuj cm'y kn'p'q'v'ug't'x'g'u'wdr q'g'p'cu'ht'y k'p'gu'gu'k'p'ek'k'k'ec'ug'u'w'p'rguu'uq't'gs w'k'g'f
d {"r'cy "q't'd {"q't'f gt'qh'vj g'Eqwtv'w'qp'c'uj q'y k'pi "qh'i q'q'f "ec'wug0

**LR47.1
JURIES**

*c+ Uk'g'qh'Ek'k'k'Ecug'Lwt'ku0"Vj g'eqwtv'y kn'ug'c'v'v'g'cuv': 'lwt'qtu'k'p'ek'k'k'ec'ug'u'v'q'i g'y gt'y kj
uwej "c'f f'k'k'p'c'n'lwt'qtu'cu'vj g'Eqwtv'f g'go u'er r t'qr t'k'v'g'd'c'ug'f "q'p'vj g'p'c'w'g'q'h'vj g'ecug0

*d+ Ej cm'g'p'i gu."Ej cm'g'p'i gu'vq'lwt'qtu'uj cm'dg'o cf g'k'p'c'o c'p'p'g't'vj cv'y kn'p'q'v't'g'x'g'c'n'vq'vj g'lwt {
vj g'k'f g'p'v'k' {"qh'vj g'r ctv' {"o c'n'k'pi "vj g'ej cm'g'p'i g0"

*e+ T'g'rc'v'k'p'pu'Y kj 'c'Lwt {"0"D'gh'qt'g'c'p'f 'f wtkpi 'vj g'v'kcn'r ctv'ku'c'p'f "cwqtpg {u'uj cm'c'x'q'k'f

eqpxgtukpi "qt"qyj gty kug'eqo o wplecvkpi "y kj "c'lwtqt"qp"cp{"uwdlgev."y j gj gt'r gtvckpki "vq
vj g'ecug'qt"pqv0"F wtkpi "cti wo gpv'vq"vj g'lwt {" .pq'lwtqt"uj cm'dg"cf f tguugf "kpf kxkf wcmf 0

*f + " Lwtqt"Kphqto cvkqp."Kp"vj g'f kuetgvkqp"qh'vj g'Eqwtv."vj g'hqmjy kpi "uj cm'dg'r gto kwgf <
*3+Lwtqt"P qvg'vckpi 0'Lwtqtu"uj cm'dg'kputwewgf "vj cv'vj g{"o c{"vcng"pqvuf wtkpi "vj g'vckn
cpf "f grkdgcvkpu0"Vj g'Eqwtv"uj cm'r tqxkf g'uwxcdng"o cvgtkcu'hqt "vj ku'r wtr qug0Lwtqtu"uj cm
j cxg"ceegu"vq"vj gk"pqvuf wtkpi "f grkdgcvkpu."dw'pqvf wtkpi "tgeguugu0Chgt"vj g'lwt {" j cu
tgpf gtgf "c"xgtf lev'qt"dggp"f kuo kuugf ."vj g'pqvuf"uj cm'dg'eqmgevgf "d{"Eqwtv'r gtuqppgn"y j q
uj cm'f gwtq {"vj go "r tqo r vq 0Lwtqt"pqvuf"uj cm'pqv'dg'tgi ctf gf "cu'gxxf gpeg0

*4+Lwtqt"P qvgdqqm0"Y j gp"vj g'Eqwtv'f ggo u'kv'j gr hwi'kp"c'r ctvkwrc't'ecug."lwtqtu"o c{"dg
r tqxkf gf "y kj "pqvgdqqm"vq"vug'kp"eqmgevkpi "cpf "qti cpk kpi "cr r tqr tkevg"o cvgtkcu.
kpenf kpi "uwej "kgo u'cu'lwt {"kputwewkpu."y tkwgp"gzj kdku."cpf "vj g'lwtqt)u"qy p"pqvuf0
Eqwpugn"uj qwf "dg"cr r tkugf "qh'vj ku'r tqegf wg"cpf "kpxkgf "vq"r tgr ctg"gzj kdku"cpf "qyj gt
o cvgtkcu"kp"cy c{"vj cv'hcekxv'vq"vj gk"kpenukqp"kp"vj g'lwtqtu)pqvgdqqm0Cv'vj g'gpf "qh'vj g
vckn"vj g'pqvgdqqm"uj qwf "dg"eqmgevgf "d{"Eqwtv'r gtuqppgn"cpf "vj gk"eqpvgpv'f gwtq {"gf .
wprguu"vj g'Eqwtv'kputwew"vq"vj g'eqvtct {"0

*5+Kpvtko "Eqo o gpvt {"0"F wtkpi "vj g'eqwtug"qh'vj g'vckn"vj g'Eqwtv'o c{"r gto kv'ctvku"vq
cf f tguu"vj g'lwt {"kp"qtf gt "vq"cuukv'lwtqtu"kp"wpf gtucpf kpi "vj g'gxxf gpeg"vj cv'j cu'dggp
r tguupvgf "qt"y km'dg'r tguupvgf 0"Vj g'Eqwtv'o c{"r m'eg'tgcuqpcdrng'iko ku'qp"uwej "ucvgo gpw
cpf "uj cm'r gto kv'cm'r ctvku"vq"tgr qpf "vq"vj g'tgo ctmu"qh'cp {"qpg'r ctv {"0

*g+ " Rquv Xgtf lev'Kpvtgtqi cvkqp"qh'Lwtqtu0"Chgt"c"xgtf lev."pq"cwqtpg {" .r ctv {" .qt"tgr tguupvckg
qh'gkj gt"o c {"kpvtgtqi cvg"clwtqt"y kj qwr'tkqt"cr r tqxcn'qh'vj g'Eqwtv0C'r r tqxcn'qh'vj g'Eqwtv
uj cm'dg"uqwi j v'qpn {"d {"cp"cr r rckcvkqp"qh'eqwpugn"kp"qr gp"Eqwtv."qt"wr qp"y tkwgp"o qv'kqp.
gkj gt"qh'y j lej "o wuv'ucv"vj g'i tqwvf u'hqt"cpf "vj g'r wtr qug"qh'vj g'kpvtgtqi cvkqp0Kc'r quv/
xgtf lev'kpvtgtqi cvkqp"ku'cr r tqxgf ."vj g'Eqwtv"y km'f gvto kpg"vj g'ueqr g'qh'vj g'kpvtgtqi cvkqp
cpf "cp {"iko kcvkqp"wr qp"vj g'kpvtgtqi cvkqp"r tkqt"vq"vj g'kpvtgtqi cvkqp0"

*h+ Chgt"O kvtkcu0"Kp"vj g'gxgpv'vj cv'c"o kvtkcu"ku'qtf gtgf "f wg"vq"vj g'lwtqtu)kpcdkkv {"vq"ci tgg"qp
c"xgtf lev."cp {"cwqtpg {"qt"vj g'cwqtpg {"u'tgr tguupvckg"o c {"kpvtgtqi cvg"clwtqt"y kj qwr'tkqt
cr r tqxcn'qh'vj g'eqwtv"wpnguu"vj g'eqwtv'f gvto kpgu"vj cv'vj g'kpvtgtqi cvkqp"uj qwf "pqv'vcng
r m'eg"qt"fgvto kpgu"vj cv'cr r tqr tkevg"iko kcvkqp"uj qwf "dg"guvcdkuj gf 0

LR 52.1
POST-TRIAL PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW- -
NON-JURY CASES

CdugpvEqwtv'qtf gt "vq"vj g'eqvtct {" .gcej "r ctv {"o c {"uwo kv'co gpf gf "cpf "uwr r ngo gpv'nr tqr qugf
kpf kpi u'qh'hcev'cpf "eqpenwukqp"qh'ny "y kj kp"36"fc {"u'chgt"vj g'eqpenwukqp"qh'vckr0"Hqt"i qgf
ecwug."vj g'vko g'r gkqf "o c {"dg"ngpi vj gpgf "qt"uj qtvgpgf 0

LR54.1

**COSTS, ATTORNEYS' FEES AND PAYMENT
OF JUDGMENT IN CIVIL CASES**

*c+ Equu0"Kl"r ctvqu"ecp"ci tgg"qp"equu."k'ku"pqv"pgeguuct { "v"hrk"e"equv'dkm'y kj "y g'ergtn0"Kl
eqwpugn"ecppqv"ci tgg."c"equv'dkm'y km'dg"hrkf "y kj "y g'ergtn'y kj kp"y k v { "f c { u"ltqo "y g
vgt o kpcvqp"qh"y g"ecug0"Kl"e"equv'dkm'ku"hrkf . "y g'ergtn'y km'cuuguu"equu"chgt"pqvleg"cpf
j gctkpi 0"P q"equu"ctg"v"dg"r ckl "y tqwi j "y g'ergtn'lgzegr v'y qug"y cv'tg"t'wg"y g'ergtn0

*d+ Cwqtpg{au'Hggu. Eqpukv'p'y kj "y g'r tqxkukqp"kp"HTER"76*f +*4+*D+r gto kvlpi "xctkcvkp
kp"y g"vo g"ht"hrkpi "c"o qvqp"ht"cwqtpg{ au'hggu."c"o qvqp"ht"cp"cy ctf "qh'cwqtpg{ au'hggu
cpf "tgrv'pqp/wczdrg"gzr gpugu"o c { "dg"hrkf "y kj kp"36"fc { u"ltqo "y g"fcv'y g"Eqwvau
lwf i o gpv'dgeqo gu"hpct0"Kl"cf f kkp"v"y g'tgs vkt go gpw"qh'Hgf 0T0Ek0R076*f +*4+."c
o qvqp"ht"cp"cy ctf "qh'cwqtpg{ au'hggu"uj cm'dg"lwr r qtvgf "d { "c"o go qtcpf wo "ugv'kpi "ht'y
y g"cwj qtkv { "qh"y g"Eqwv"v"o cng"uwej "cp"cy ctf . "y j { "y g"o qxcpv'uj qwf "dg"eqpukf gtgf "y g
r t'gxc"klpi "r ctv { . "h"uwej "c"eqpukf gtcvqp"ku'tgs vkt gf "ht"y g"cy ctf . "cpf"cp { "qy g't'hevqtu"y cv
y g"Eqwv"uj qwf "eqpukf gt"kp"o cmlpi "y g"cy ctf 0"Vj g"o qvqp"uj cm'cuq"dg"lwr r qtvgf "d { <

(1)"cp"chhf c'xk'qt "f gerctcvkp"qh'eqwpugn'ugv'kpi "qww"lp"f gvck'y g'pwo dgt"qh"j qwtu
ur gpv'qp"gej "cur gev"qh"y g"ecug."cpf "y g'tcv"ewuqo ctkv { "ej cti gf "d { "eqwpugn'ht
uwej "y qtm"cpf ."

(2)"cp"chhf c'xk'qt "f gerctcvkp"qh'cpqy g't'cwqtpg{ "kp"y g'eqo o vpkv { . "y j q"ku"pqv
qy gty kug"lpxqk'gf "y kj "y g"ecug."ugv'kpi "qww"y g'r t'gxc"klpi "t'cv"ej cti gf "kp"y g
eqo o vpkv { "ht"uko k'ct"ugt'x'legu0"Y kj kp"gr'x'gp"fc { u"chgt"ugt'x'leg"qh"y g"o qvqp."y g
r ctv { "ci clpuv'y j qo "y g"cy ctf "ku'tgs w'ugf "uj cm't'gur qpf "y kj "cp { "qdl'gev'ku
y g'g'v"cpf "cp"ceeqo r cp { kpi "o go qtcpf wo "ugv'kpi "ht'y "y j { "y g"cy ctf "ku
gzegu'k'g."vpy ctte'p'vgf . "qt"vplwu0"

(c) Rc { o gpvcpf "Ucvkucvqp"qh"lwf i o gpw."Gzegr v'y kj "t'gur gev"v"i ctpkij o gpw."r'k'ki cvkp"kp
y j lej "y g"v'p'k'gf "Ucv'ku"cu"r ctv { . "qt"lp"y j lej "y g't'g'ku't'geq'x'gt { "d { "c"o k'p'qt"qt"l'peqo r gv'p'v
y g'Er'gtn'ij cm'p'qv"v'p'guu"cwj qtk'gf "d { "q'tf g't'qh"y g"Eqwv."ceegr v'r c { o gpv'qh"lwf i o gpw0
Y j gp"cu"lwf i o gpv'ht"y g'r c { o gpv'qh"o q'pg { "j cu'd'ggp"ucv'k'gf . "y g'r t'gxc"klpi "r ctv { "uj cm
h'k'g"y kj "y g'Er'gtn'ic"P q'v'eg"qh"Ucvkucvqp"qh"lwf i o gpw0

**LR 56.1
MOTIONS FOR SUMMARY JUDGMENT**

*c+ O qxkpi "Rctv 0"Kl"qtf gt"v"cuukv'y g"Eqwv"kp"cu'egt'cvkpi "y j gy g't'y g'tg"ctg"cp { "o cvt'kcn
h'cev"lp"t'kur wg."cp { "o qvqp"ht"uwo o ct { "lwf i o gpv'o cf g'r vtuwcpv"v"q"hg 0T0Ek0R078
uj cm'dg"ceeqo r cpl'gf "d { "c"ugr c't'cv."eqpek'ug"l'v'go gpv'qh"y g"o cvt'kcn'h'cev"cu"v"y j lej "y g
o qxkpi "r ctv { "eqp'v'p'f u'y g't'g"ku"pq"i gpw'k'p'g"kuuw"ht"v'k'c'0Gcej "h'cev"uj cm'dg"ugv'ht"y "kp"c
ugr c't'cv."pwo dgtgf "r c't'ci t'cr j 0Gcej "h'cev"uj cm'dg"lwr r qtvgf "d { "ur g'ek'le"ek'cv'kp"v"y g
t'geq'tf 0"Kl"y g"o qxcpv'eqp'v'p'f u'y cv'y g"qr r q'p'gpv'qh"y g"o qvqp"ecppqv'r tqf weg"gxk'f g'peg"v"q
et'g'cv"cu"i gpw'k'p'g"kuuw"qh"o cvt'kcn'h'cev."y g'r t'qr q'p'gpv'uj cm'ch'k"v"y g"o go qtcpf wo "eqr k'gu

qh'vj g'r tgektg'r qt'v'kpu'qh'vj g'tgeqtf 'tgrkgf 'wr qp'cu'gxf gpeg'qh'vj ku'cuugt'v'kpu'

O go qtepf c'kp'wrr qt'v'qh'c'o q'v'kpu'hqt'uwo o ct { 'lwf i o gpv'uj cml'pqv'gzeggf '42'r ci gu y kj qwr' tkqt 'Eqwt'v'cr r tqxcn'0'Vj g'ugr ctevg'ucvgo gpv'qh'o cvgtkcn'hcew'uj cml'pqv'gzeggf '32 r ci gu'y kj qwr' tkqt 'Eqwt'v'cr r tqxcn'0

*d+ P qp/o qxlpi 'Rctv'0' Cp { 'r ctv' 'qr r qukpi 'vj g'o q'v'kpu'hqt'uwo o ct { 'lwf i o gpv'o wuv'tgur qpf vq'gcej 'hce'v'ugv'hqt'vj 'd { 'vj g'o q'xcp'v'd { 'gkj gt <

(1) 'ci tggkpi 'vj cv'vj g'hce'v'ku'w'pf kur wgf ='

(2) 'ci tggkpi 'vj cv'vj g'hce'v'ku'w'pf kur wgf 'hqt' 'vj g'r wtr qug'qh't'w'kpi 'qp' 'vj g'o q'v'kpu'hqt uwo o ct { 'lwf i o gpv'q'pnf =qt

(3) 'f go qp'ut'c'v'kpi 'vj cv'vj g'hce'v'ku'f kur wgf 0

Gcej 'f kur wgf 'hce'v'o wuv'dg'uwr r qt'v'gf 'd { 'ur gekh'e'ekc'v'kpu'v'q'vj g'tgeqtf 0'Uwej 't'gur qpug'uj cm dg'h'kgf 'y kj 'cp { 'b go qtepf wo 'lp't'gur qpug'v'q'vj g'o q'v'kpu'0'Vj g't'gur qpug'o wuv'dg'b cf g'qp'vj g f qewo gpv'r tqxkf gf 'd { 'vj g'o q'xcp'v'qt'qp'cpq'vj gt 'f qewo gpv'lp'y j lej 'vj g'pqp/o q'xcp'v'j cu tgr tqf wegf 'vj g'hce'v'c'pf 'ekc'v'kpu'x'gtd'c'v'ko 'cu'ugv'hqt'vj 'd { 'vj g'o q'xcp'v'0'k'gkj gt 'ecug.'vj g'pqp/o q'xcp'v'o wuv'o cmg'c't'gur qpug'v'q'gcej 'hce'v'ugv'hqt'vj 'd { 'vj g'o q'xcp'v'ko o gf k'c'v'gn' { 'd'g'ny 'gcej hce'v'ugv'hqt'vj 'd { 'vj g'o q'xcp'v'0'k'c'f f k'k'qp.'vj g'pqp/o q'xcp'v'u't'gur qpug'o c { 'eqp'v'c'p'c'eqpekug ucvgo gpv'qh'c'p { 'c'f f k'k'q'p'cn'hce'v'vj cv'vj g'pqp/o q'xcp'v'eqp'v'g'p'f u'ct'g'o cvgtkcn'c'p'f 'cu'v'q'y j lej vj g'pqp/o q'xcp'v'eqp'v'g'p'f u'vj gt'g'z'ku'c'i gp'w'k'p'ku'uw'g'v'dg't'kgf 0'Gcej 'uwej 'f kur wgf 'hce'v'uj cm dg'ugv'hqt'vj 'kp'c'ugr ctevg.'p'wo dgt'gf 'r cteci ter j 'y kj 'ur gekh'e'ekc'v'kpu'v'q'vj g'tgeqtf 'uwr r qt'v'pi vj g'eqp'v'g'p'v'k'p'vj cv'uwej 'hce'v'ku'f'kur wgf 0

O go qtepf c'kp'qr r qu'k'k'qp'v'q'b q'v'kpu'hqt'uwo o ct { 'lwf i o gpv'uj cml'pqv'gzeggf '42'r ci gu'y kj qwr r tkqt 'Eqwt'v'cr r tqxcn'0'C'pqp/o q'xcp'v'u'ucvgo gpv'qh'c'f f k'k'q'p'cn'hce'v'uj cml'pqv'gzeggf 'h'x'g'7 r ci gu'y kj qwr' tkqt 'Eqwt'v'cr r tqxcn'0

C'r ctv' 'qr r qukpi 'c'o q'v'kpu'hqt'uwo o ct { 'lwf i o gpv'o wuv'h'kg'c't'gur qpug'y kj kp'4: 'f c { u'ch'gt vj g'o q'v'kpu'ku'ugt'x'gf 'qt'c't'gur qpuk'x'g'r ngc'f'kp' 'ku'f'wg.'y j lej gx'gt'ku'rc'v'gt 0

*e+ Tgr n' { 'd { 'O qxlpi 'Rctv'0' Ngcx'g'qh'Eqwt'v'ku'p'q'v't'gs wkt'gf 'v'q'h'kg'c't'gr n' { 'v'q'c't'gur qpug'v'q'c o q'v'kpu'hqt'uwo o ct { 'lwf i o gpv'0'Tgr n'ku'o wuv'dg'h'kgf 'y kj kp'36'f c { u'ch'gt'vj g't'gur qpug'ku ugt'x'gf 0'k'i'vj g'pqp/o qxlpi 'r ctv' 'j cu'cuugt'v'gf 'c'f f k'k'q'p'cn'hce'v.'vj g'o qxlpi 'r ctv' 'uj cm t'gur qpf 'v'q'vj gug'c'f f k'k'q'p'cn'hce'v'd { 'h'k'pi 'c't'gr n' 'ucvgo gpv'lp'vj g'uc'o g'o c'p'p'g't'c'p'f 'h'q'to 'cu ur gekh'kgf 'kp'uge'v'k'p'p' *d+'cd'q'x'g'0'Y kj qwr' tkqt 'Eqwt'v'cr r tqxcn'c't'gr n' { 'd { 'c'o qxlpi 'r ctv' u'j cml'pqv'gzeggf '32'r ci gu.'k'p'en'f'kp' 'vj g't'gur qpug'v'q'c'f f k'k'q'p'cn'hce'v'ek'kgf 'd { 'vj g'pqp/o q'xcp'v'0

*f+ H'k'w'g'v'q't'gur qpf 'v'q'c'o qxlpi 'r ctv' u'ucvgo gpv'qh'o cvgtkcn'hce'v.'qt'c'pqp/o qxlpi 'r ctv' u' ucvgo gpv'qh'c'f f k'k'q'p'cn'hce'v.'y kj kp'vj g'v'ko g'r g't'k'q'f u'r tqxkf gf 'd { 'vj gug't'w'gu'uj cml'k'p'f k'c'v'g

vj cv'vj g'cuugtvgf 'hcew'ctg'pqv'f kur wgf 'hqt 'r wtr qugu'qh'uwo o ct { 'lwf i o gpv0

*g+'

Qdlgevqpu'vq'Twng'78'Gxkf gpeg

Qdlgevqpu'vq'gxf gpvct { "o cvgtkcn'qhhtgf "kp"uwr r qtv'qh'qt "kp"qr r qukvqp"vq"o qvqpu'hqt uwo o ct { 'lwf i o gpv'lj cmidg'kpenwf gf 'y kj kp'c'ko gn' 'tgr qpug'qt'tgr n' 'b go qtcpf wo . 'lj cmidg ugr ctcvgn' "f guki pcvgf "cu"c"ur gekle" gxf gpvct { "qdlgevqpu."cpf "uj cm'kf gpvkh' "vj g"Twng"qh Gxkf gpeg'qt"qj gt'cwj qtkv' "vj cv'guvdrkuj gu'kpcf o kuukdkkv' "qh'vj g'r tqhhtgf "gxf gpeg0

65.1

INJUNCTIONS

Cp'cr r rdecvqp'hqt'c'vgo r qtct { 'tguvckpki "qtf gt'qt'cr r rdecvqp'hqt'c'r tgrko kpct { 'kplwpevqp'o cf g kp'eqo r rkepeg'y kj 'HIER'87'y km'dg'eqpukf gtgf "d { 'vj g'Eqwv'qpn' 'wr qp'eqo r rkepeg'y kj 'vj g hmqy kpi <

*3+'Vj g'hkpi "qh'c"o qvqp'qt'eqo r rkp'v'uggnki 'uwej 'tgrkgh=

*4+'Eqo r rkepeg'y kj 'vj g'pqv'eg'r tqxkukqpu'qh'Hgf 0T0Ek0R087="cpf

*5+'Cr r rdecvqp'vq'vj g'lwf i g'vq'y j qo 'vj g'ecug'ku'cuuki pgf 0'Cr r rdecvqp'o c { 'dg'o cf g'vq cpqj gt'lwf i g'lp'vj g'gxp'v'vj g'lwf i g'vq'y j qo 'vj g'ecug'ku'cuuki pgf 'ku'wpcxckrdng'd { "cun'kpi vj g'Engtm'v'cttcepi g'hqt'j gctkpi "dghqtg'cpqj gt'lwf i g0

*6+'Kp'vj g'gxp'v'cp'cr r rdecvqp'hqt'vgo r qtct { 'tguvckpki "qtf gt'ku'hk'gf 'r tgegf kpi 'c eqo r rkp'v'cpf ."ceeqt'f kpi n' ."dghqtg'c'lwf i g'ku'cuuki pgf . 'vj g'hkpi "qh'vj g'cr r rdecvqp'y km ecwug'vj g'tcpf qo 'ugrgevqp'qh'c'lwf i g0'K'vj g'htu'v'tcpf qo n' "cuuki pgf 'lwf i g'ku'wpcxckrdng. vj g'tcpf qo 'ugrgevqp'y kn'eqpv'w'w'v'k'cp'cxckrdng'lwf i g'ku'f tcy p. 'y kj 'vj cv'lwf i g eqpv'k'kpi 'vj tqw'j qw'vj g'ecug'cu'vj g'cuuki pgf 'lwf i g0

LR67.1

INVESTMENT OF REGISTRY FUNDS

*c+

Kpxguvo gpv'qh'Hwvf u0'Tgi knt { 'hwvf u'lp'vj ku'eqwv'kpxgungf 'kp'c'eqo o gtekn'hkpcpekcn kpuvkwkqp'uj cmidg'r rcegf 'kp'gk'j gt'c"o qpg { "o ctngv'cee'q'wp'vt'c"egt'v'k'ec'v'g'qh'f gr quks0' Cp { qj gt'qtf gt'pqy kj ucpf kpi . 'tgi knt { 'hwvf u'uj cm'pqv'dg'kpxgungf 'kp'cp { "eqo o gtekn hkpcpekcn'kpuvkwkqp'w'v'k'vj g'engtm'j cu'f gvto kpgf "vj cv'vj g'tge'g'k'kpi 'kpuvkwkqp'j cu eqm'v'gt'cr'k' gf 'vj g'f gr quk'ceeqt'f kpi "vq'vj g'Vtgcuw { 'F gr ctvo gpv'tgi w'v'k'qpu'ewt'gpv'cv'vj cv vko g0'W'v'k'luwej 'f gvto kpcvqp. 'vj g'engtm'uj cm'f gr quk'vj g'hwvf u'lp'vj g'Vtgcuw { "qh'vj g W'v'k'gf "U'cv'gu0

*d+

Kpxguvo gpv'qh'Hwvf u0'Cp { "qtf gt'hqt'kpxguvo gpv'qh'tgi knt { 'hwvf u'qh'vj g'eqwv'uj cmidg r t'gug'vgf "vq'vj g'Engtm'qh'Eqwv0

- *3+ Vj g'qtf gt'uj cml'ur gekh{ 'y g'co qwpv'vq'dg'kpxguv'g'cpf'y j gvj gt'v'j g'kpxguvo gpv'ku'vq dg'c'o qpg{ 'o ctngv'cee'qwpv'qt'c'egt'v'k'ecv'g'qh'f gr quk0"Vj g'qtf gt'o c{ "cnuq'igc'xg vj ku'f gvgto kpcv'kqp'v'v'j g'Engtm'luq'v'v'j g'ecp'o czko k' g'v'j g'k'grf'qp'v'j ku'tgi kum { f gr quk0
- *4+ Vj g'qtf gt'uj qwf 'pqv'pco g'v'j g'k'pukwwkqp'y j gtg'v'j g'k'p'xguvo gpv'uj cml'dg'o cf g'pqt uj qwf 'k'ur gekh{ 'y g'f wt'c'kqp'qh'v'j g'k'p'xguvo gpv'0"Vj g'engtm'luq cml'ugr'ge'v'c'f gr qukq{ { k'pukwwkqp'qt'k'pukwwkqpu'cpf'uj cml'k'p'xguv'cv'uwej 'k'pukwwkqp*'u'cv'v'j g'j' ki j guv't'cv'g r c'k'f'd' { 'y g'k'pukwwkqp'ugr'ge'v'g'f'ht'v'j g'v'f'g'qh'k'p'xguvo gpv'0"Vj g'engtm'luq cml'gz'g'ekug j ku'd'guv'lw'f i o gpv'k'p'iq'ec'v'pi 'v'j g'k'pukwwkqp'r c' { k'pi 'v'j g'j' ki j guv't'cv'g'qh'k'p'v'gt'gu'0

LR72.1
RULES GOVERNING DUTIES AND PROCEEDINGS BEFORE
UNITED STATES MAGISTRATE JUDGES

*c+"F wkgu'w'pf gt'4: "WUE0E'858*c-0"Vj g'W'pk'g'f "U'c'v'g'u'O ci k'ut'c'v'g'L'w'f i gu'h'q't'v'j ku'f k'ut'k'ev'c't'g cwj q't'k' g'f 'v'q'r'g'ht'q'to 'c'p'f'uj c'm'y k'j q'w'ur gekh'k'e'q't'f g'tu'q'h't'g'ht'g'p'eg. 'f'k'ue'j c'ti g'c'm'f w'kgu'ug'v'q'w'k'p 4: "WUE0E'858*c+'cu'h'q'm'q'y u<

- *3+ cml'r qy gtu'cpf 'f wkgu'eqph'gtt'gf 'qt'ko r qu'g'f 'vr qp"W'p'k'g'f "U'c'v'g'u'eqo o k'uk'q'p'g'tu'd' { r'ey 'qt'd' { 'v'j g'T'w'g'u'q'h'E't'ko k'p'cn'R't'q'eg'f w't'g'ht'v'j g'W'p'k'g'f "U'c'v'g'u'F k'ut'k'ev'E'q'w't'w'="
- *4+ v'j g'r qy gt'v'q'c'f o k'p'k'v'g't'q'c'v'j u'c'p'f 'c'h'h'k'o c'v'k'q'pu."ku'w'g'q't'f g'tu'r w't'u'w'c'p'v'v'q'ug'ev'k'q'p'5364 q'h'v'k'w'g'3: 'e'q'p'eg't'p'k'p'i 't'g'ng'c'ug'q't'f'g'v'g'p'v'k'q'p'q'h'r g'tu'q'p'u'r g'p'f'k'p'i 'v't'k'cn'c'p'f 'v'c'ng c'ep'q'y ng'f i o g'p'w."c'h'h'k'f c'x'k'u."c'p'f 'f'g'r qu'k'k'q'p'u'="
- *5+ v'j g'r qy gt'v'q'eq'p'f w'ev't'k'cu'v'w'f'g't'ug'ev'k'q'p'5623.'v'k'w'g'3: "W'p'v'k'g'f "U'c'v'g'u'E'q'f'g."k'p' eq'p'h'q'to k'f'y k'j "c'p'f "u'w'd'g'ev'v'q'v'j g'r'ko k'c'v'k'q'p'u'q'h'v'j c'v'ug'ev'k'q'p'="
- *6+ v'j g'r qy gt'v'q'g'p'v'g't'c'ug'p'v'g'p'eg'h'q't'c'r'g'w'f' { "q'h'g'p'ug'="c'p'f
- *7+ v'j g'r qy gt'v'q'g'p'v'g't'c'ug'p'v'g'p'eg'h'q't'c'E'rc'u'u'c'o k'uf go g'c'p'q't'k'p'c'ec'ug'k'p'y j k'ej 'v'j g'r c't'v'k'g'u'j' c'x'g'eq'p'ug'p'v'g'f'0
- *d+ F wkgu'w'pf gt'4: "WUE0E'858*d-0"K'p'c'f'f'k'k'q'p'v'q'v'j g'r qy gtu'cpf 'f wkgu'ug'v'ht'q't'v'j 'k'p'4: "WUE0 E'858*c+'v'j g'W'p'k'g'f "U'c'v'g'u'O ci k'ut'c'v'g'L'w'f i gu'h'q't'v'j ku'f k'ut'k'ev'c't'g'j' g't'g'd' { "c'w'j q't'k' g'f . r w't'u'w'c'p'v'v'q'4: "WUE0E'858*d+'v'q'r'g'ht'q'to 'c'p' { "c'p'f "c'm'f'c'f'f'k'k'q'p'c'n'f w'kgu."c'u'o c' { "d'g'c'u'uki p'g'f v'q'v'j go 'h'q'o 'v'ko g'v'q'v'ko g'd' { "c'p' { 'l'w'f i g'q'h'v'j ku'eq'w't'v'y j k'ej "c't'g'p'q'v'l'p'eq'p'uk'w'g'p'v'v'j k'j 'v'j g' E'q'p'uk'w'k'q'p'c'p'f 'h'ey u'q'h'v'j g'W'p'k'g'f "U'c'v'g'u'0

Vj g'cu'uki po gpv'q'h'f wkgu'v'q'v'j g'W'p'k'g'f "U'c'v'g'u'O ci k'ut'c'v'g'L'w'f i gu'd' { 'v'j g'l'w'f i gu'q'h'v'j ku'f k'ut'k'ev o c' { "d'g'o c'f'g'd' { "u'w'c'p'f'k'p'i "q't'f'g't'g'p'v'g't'g'f' 'l'q'k'p'v'w'f' { 'd' { 'v'j g'f' k'ut'k'ev'l'w'f i gu'k'p'v'j ku'f k'ut'k'ev'q't' { "c'p' { k'p'f'k'k'f'w'cn'l'w'f i g.'k'p'c'p' { "ec'ug'q't'ec'ug'u'cu'uki p'g'f 'v'q'j' ko . 'v'j t'q'w'i j 'y t'k'w'g'p'q't'f'g't'q'h't'g'ht'g'p'eg'q't' q't'c'n'f'k'g'ev'k'x'g'o c'f'g'q't'i'k'x'g'p'y k'j 't'g'ur'ge'v'v'q'u'w'ej 'ec'ug'q't'ec'ug'u'0

Vj g'f wkgu'cwj qtk gf "v"dg'r gthqto gf "d{ 'y g'Wpkgf "Ucvgu'O ci kntcvg'Lxf i gu.'y j gp cuuki pgf "v'y go 'r wtuwcpv'v'q'uidugevqp"*d+'qh'yj ku'twrg.'uj cml'penmf g."dw'ctg'pqv'iko ksf "v'q<

- *3+ Kuwcepg'qh'ugctej 'y cttcpw'wr qp'c'f gvgto kpcv'qp'yj cv'r tqdcdrg'ecwug'gzkuu. r wtuwcpv'v'q'Hgf OT0Etko 0R063.'kuwcepg'qh'qtf gtu'hqt'c'r gp'tgi kvgt.'c'v'cr 'cpf 'v'ceg f gxleg.'qt'qyj gt'wtxgkmp'eg'f gxleg'r wtuwcpv'v'q'3: "WUE0EÈ"5344"("5345.'kuwcepg qh'cf o kpkntcv'xg'ugctej 'y cttcpw'wr qp'r tqr gt'cr r r'ecv'qp'o ggkpi 'y g'tgs wkt go gpw qh'cr r r'ecdr'rcy . 'cpf 'ceegr v'peg'qh't'gwtpu'qh'ugctej 'y cttcpw'0'
- *4+ Rtqegu'kpi 'qh'eqo r r'ekpw'cpf 'kuw'kpi 'cr r tqr tkcvg'uwo o qpugu'qt'cttguv'y cttcpw'hqt yj g'pco gf 'f ghgpf cpw'0'Hgf OT0Etko 0R060"
- *5+" Eqpf w'kpi 'kpk'cn'cr r gctcpeg'r tqeggf kpi u.'dqpf 'cpf 'f gvgp'v'qp'j gctkpi u.'cpf 'kuw'kpi qtf gtu'qh't'grcgug'qt'f gvgp'v'qp'hqt'f ghgpf cpw'0'Hgf OT0Etko 0R07"cpf '3: "WUE0È 53680"
- *6+" Cr r qkpw gpv'qh'eqwpugn'hqt's wcn'hgf 'r gtuqpu'r wtuwcpv'v'q'yj ku'f knt'lewu'Etlo kpcn Lwuk'eg'Cev'Rncp'cpf 'cr r tqxcn'qh'c'wqtpg(u)eqo r gpuc'v'qp'cpf 'g'zr gpug'xqwej gtu'0*3: WUE0Uge'v'qp'5228C=Hgf OT0Etko 0R0660-
- *7+ Eqpf w'kpi 'hwnl'r tgrko kpc{ 'j gctkpi u'0*Hgf OT0Etko 0R070"cpf '3: "WUE0È"52820-
- *8+ Eqpf w'kpi 'tgo qxcn'j gctkpi u'hqt'f ghgpf cpw'ej cti gf 'k'qyj gt'f knt'lewu.'kpenmf kpi 'y g kuwcepg'qh'y cttcpw'qh'tgo qxcn'0*Hgf OT0Etko 0R070-
- *9+ Kuwcepg'qh'y tku'qh'j cdgcu"eqtr wu'cf 'v'guk'h'ecpf wo 'cpf 'j cdgcu"eqtr wu'cf r tqugs w'gpf wo 0*4: "WUE0È"4463*e+7+0"
- *. + Tgrcgug'qt'f gvgp'v'qp'qh'o cvgt'kn'y kpguugu'cpf 'j qrf kpi 'qyj gtu'v'q'uge'w'k'v'qh'yj g'r gceg cpf 'hqt'i q'qf 'dgj cxkqt'0*3: "WUE0È"536; 'cpf '3: "WUE0È"52650"
- *, + Kuwcepg'qh'y cttcpw'cpf 'eqpf w'kpi 'gz'v'cf k'k'qp'r tqeggf kpi u'r wtuwcpv'v'q'3: "WUE0È 53: 60'
- *32+ Eqpf w'kpi 'r tqeggf kpi u'hqt'yj g'f k'uej cti g'qh'k'p'ki gpv'r tku'q'p'gtu'qt'r gtuqpu ko r tku'q'p'gf 'hqt'f g'v'w'p'f gt'r tqegu'qt'gz'gew'k'qp'kuw'gf "d{ 'c'hgf g'cn'leq'w'v'0*3: "WUE0 È"578; 'cpf '4: "WUE0È"4229+0
- *33+ Kuwcepg'qh'cp'cwcej o gpv'qt'qyj gt'qtf gtu'v'q'g'p'q'teg'q'd'gf k'g'peg'v'q'cp'k'p'v'g't'p'cn Tgx'gp'wg'Ugt'x'leg'uwo o qpu'v'q'r tqf w'eg't'ge'q't'f u'qt'i k'x'g'v'g'uko qp{ 0*48"WUE0È 9826*c+'cpf '*d+0'
- *34+ Eqpf w'kpi 'r quv'k'p'f lewo gpv'cttcki po gpw.'ceegr v'peg'qh'p'q'v'i w'kn'v' 'r ngcu.'ceegr v'peg qh'i w'kn'v' 'r ngcu'k'p'r gw'v' 'q'h'g'p'ug'ecugu.'cpf .'y k'j 'y g'eq'p'ug'p'v'qh'yj g'f ghgpf cpw.'k'p'

Ernuu'C'o kuf go gcpqt"ecugu"cpf "lp'hgrpp{"ecugu."cpf "vj g"qtf gtlpi "qh'c'r tgujpvpeg
kpxguki cvkqp'tgr qtv'eqpegtplpi "cp{"f ghgpf cpv'y j q'uki pklgu'vj g'f gukt g'vq'r rgef
i wkn{ 0*Hgf 0T0Etko 0R032."33*c+"cpf "54*k+"cpf "i+0"

- *35+ Ceeqr vki 't'gwtpu'qh'lpf lewo gpw'd{ 'vj g'i tcpf 'lwtku."kuwcepg"qh'r tgegu'vj gtgqp.
ugwki "eqpf kkkpu'hqt'tgrgcug"qp'lpf lewo gpw'cpf "kphqto cvkpu."cpf ."qp'o qvqp"qh'vj g
Wpkgf "Uvcgu."qtf gtlpi "f kuo kucri'qh'cp'lpf lewo gpv'qt'cp{"ugr ctcv'eqwpv'vj gtgqho
*Hgf 0T0Etko 0R08*h+"cpf "6: *c+0"
- *36+ Uwr gtxkukqp"cpf "f gvgto kpcvqp"qh'cmi'r tgvtknr tgeggf lpi u'cpf "o qvqpu"o cf g'lp
etko kpcn'ecugu'kpenf lpi ."y kj qw'iko kcvqp."o qvqpu'cpf "qtf gtu'o cf g'r wtuwcpv'vq
Hgf 0T0Etko 0R034."340*e+."37."38."39."39B"cpf "4: .3: "WUUE0E"6466."qtf gtu
f gvgto kplpi "gzemf cdng'vko g'wvf gt"3: "WUUE0E"5383."cpf "qtf gtu'f kuo kuiki "c
eqo r mcpv'y kj qw'r tglwf leg'hqt'hcnw'g'vq'tgwtp'c'vko gn' "lpf lewo gpv'wvf gt"3: "WUUE0
E"5384="gzegr v'vj cv'c"o ci kwtcv'lw'f i g'uj cm'pqv'i tcv'c"o qvqp"vq'f kuo ku'qt's wcu
cp'lpf lewo gpv'qt'kphqto cvkqp"o cf g'd{ 'vj g'f ghgpf cpv."qt'c"o qvqp"vq'wv r tguu
gxkf gpeg."dw'o c{ "o cmg'r tqr qugf "hpf lpi u'qh'hcew'cpf "tgeqo o gpf cvkpu'vq'vj g
f kwtlev'lw'f i gu'eqpegtplpi "vj go 0'
- *37+ Eqpf wevki "j gctkpi u'cpf "kuwcepg"qh'qtf gtu'wv qp"o qvqpu'ctkukpi "qvw'qh'i tcpf 'lwt {
r tgeggf lpi u'kpenf lpi "qtf gtu'gpvgtg'f r wtuwcpv'vq"3: "WUUE0E"8225."cpf "qtf gtu
kpxqixkpi "gphqtego gpv'qt"o qf kkecvqp"qh'lwdr qgpcu."f kt gevki "qt'tgi wvki "hpgwr u.
r j qqi tcr j u."j cpf y tkkpi "gzgo r rctu."hpi gtr tkvki ."r cm "r tkvki ."xqleg
kf gpv'kkecvqp."o gf kcn'gzco kpcvqpu."cpf "vj g'vcmki "qh'dmqf."wtkg."hpi gtpckn"j ckt
cpf "dqf kn"ugetvqpp"uco r ngu"y kj "cr r tqr tkcv"o gf kcn'luchi wctf u+0
- *38+ Eqpf wevki "r tgrko kpc{ "cpf "hpcn'j gctkpi u'lp'cmi'r tqdcvqp'tgxqecvqp'r tgeggf lpi u.
cpf "vj g'r tgr ctcvqp"qh'c'tgr qtv'cpf "tgeqo o gpf cvkqp"vq'vj g'f kwtlev'lw'f i g'hqmy lpi
cp'gxkf gpv'ct{ "j gctkpi "cu"vq"y j gy gt"vj g'r gvkkp'uj qwf "dg'i tcv'gf "qt'f gpkf."cpf
i tcv'ki "qt'f gp{ lpi "vj g'r gvkkp'lp"o kuf go gcpqt"ecugu'lp'y j kej "vj g'f ghgpf cpv'j cu
r tgxkqwn{ "eqpugpv'gf "vq'vj g'gz gtekug"qh'lwtkuf levqp'd{ "c"o ci kwtcv'lw'f i g'qt'lp'y j kej
vj g'o ci kwtcv'lw'f i g'j cu'lwtkuf levqp0*Hgf 0T0Etko 0R054B"cpf "3: "WUUE0E"58750"
- *39+ Uwr gtxkukqp."j gctkpi "cpf "f gvgto kpcvqp"qh'cmi'r tgvtknr tgeggf lpi u'cpf "pqp/
f kur qukkxg"o qvqpu"o cf g'lp"ekxk'ecugu'kpenf lpi ."y kj qw'iko kcvqp."twkpi u'wv qp
cmi'r tgegf wcn'cpf "f kueqxt{ "o qvqpu."cpf "eqpf wevki "Twr"38*d+r tgvtkn
eqphgt gpegu="gzegr v'vj cv'c"o ci kwtcv'lw'f i g'cdugpv'c'wv wvki "gpvgtg'f "kpv'd{ "cm
chgevg'f "r ctv'gu'uj cm'pqv'cr r kpv'c'tgegkxg."kuw'cp'lp'wpevxg'qtf gt'r wtuwcpv'vq
Hgf 0T0Etko 0R087."gpvgt"cp"qtf gt'f kuo kuiki "qt'r gto kki "o ckpv'gpcpeg"qh'c'ernu
cevqp'r wtuwcpv'vq"Hgf 0T0Etko 0R045."gpvgt"cp{"qtf gt'i tcv'ki "lw'f i o gpv'qp"vj g
r rgef lpi u'qt'uwo o ct{ "lw'f i o gpv'lp'y j qrg'qt'lp'r ctv'r wtuwcpv'vq"Hgf 0T0Etko 0R034*e+
qt'78."gpvgt"cp"qtf gt'qh'kpxqixkpi "f kuo kucri' wtuwcpv'vq"Hgf 0T0Etko 0R063*d+"qt"*e+
qt'gpvgt"cp{"qvj gt'hpcn'qtf gt'qt'lw'f i o gpv'vj cv'y qwf "dg'cr r gcn'dng'h'gpvgtg'f "d{ "c
f kwtlev'lw'f i g'qh'vj g'eqwt0

- *3: + Eqpf wevki "j gctkpi u."r tgr ctkpi "cpf "uwo kwkpi "r tqr qugf "hpf kpi u"qh'hev'cpf tgeqo o gpf cvkpu'ht" f kur qukkqp"kp"cp{ "o qvqp"gzegr vgf "kp"uwr ctei tcr j "d*39+"qh vj ku'twrg0
- *3; + Eqpf wevki "cm'r tqeggf kpi u'kp'ekxkl'uwxu."dghqtg"qt"chvgt"lwf i o gpv."kpekf gpv'vq"vj g kuwcepeg"qh'y tku'qh'tgr ngxkp."i ctpluj o gpv."cweej o gpv'qt"gzgewkqp"r wtuwcpv'vq i qxgtkpi "ucvq"qt"hgf gtcn'ry ."cpf "vj g"eqpf wev'qh'cm'r tqeggf kpi u'cpf "vj g"gpvt { "qh'cm pgeguuct { "qtf gtu'kp"ckf "qh'gzgewkqp"r wtuwcpv'vq"Hgf OT0Ek0R08; 0
- *42+ Eqpf wevki "qt"r tgukf kpi "qxgt"vj g"xqk"fk"tg"gzco kpcvqp"cpf "go r cpgm gpv'qh'v'kcn lwtku'kp'ekxkl'cpf "etko kpcn'ecugu"cpf "ceegr vki "lwt { "xgtf lew'kp"vj g'cdugpeg"qh'vj g r tgukf kpi "f kntlev'lwf i g'y kj "vj g"eqpugpv'qh'vj g'r ctvku0
- *43+ Rtqeguulpi "cpf "tgxkgy "qh'cm'uwxu"kpukwv"wpf gt"cp{ "ry "qh'vj g"wpkvgf "Ucvgu r tqxkf kpi "hqt"lwf lekcn'tgxkgy "qh'hkpcn'f gekukpu'qh'cf o kpkntcvkxg"qh'hkgtu"qt"ci gpeku qp"vj g'dcuku'qh'vj g'tgeqtf "qh'cf o kpkntcvkxg"r tqeggf kpi u."cpf "vj g'r tgr ctcvqp"qh'c tgr qt'v'cpf "tgeqo o gpf cvkqp"vq"vj g'f kntlev'lwf i gu'eqpegtkpi "vj g'f kur qukkqp"qh'vj g ecug0
- *44+ Ugtxkpi "cu"c"o cuvgt"ht"vj g'cnkpi "qh'vkuo qp{ "cpf "gxkf gpeg"cpf "vj g'r tgr ctcvqp"qh'c tgr qt'v'cpf "tgeqo o gpf cvkqp"ht"vj g'cuuguu gpv'qh'f co ci gu'kp"cf o kcm' "ecugu. pqp/lwt { "r tqeggf kpi u'wpf gt"Hgf OT0Ek0R077*d*4+."qt"kp"cp{ "qvj gt"ecug"kp'y j lej "c ur gekcn'tghgtgpeg"ku"o cf g'r wtuwcpv'vq"Hgf OT0Ek0R0T wrg"750
- *45+ Kp'cf o kcm' "ecugu."gpvgtkpi "qtf gtu"*k"cr r qkpvki "uwdukwv"ewuvf kpu'qh'xguugni"qt r tqr gtv { "ugk gf "kp"tgo =*kk+hkz"ki "vj g"co qwpv'qh'ugev'kv { "r wtuwcpv'vq"Twrg"G*7+. Uwr r ngo gpv'n'Twrgu'ht"Egtvcp"Cf o kcm' "cpf "O ctkko g'Erko u."y j lej "o wuv'dg r quvgf "d { "vj g'erko cpv'qh'c"xguugni"qt"r tqr gtv { "ugk gf "kp"tgo =*kk+lp"rko kcvqp"qh rcdkky { "r tqeggf kpi u."hqt"o qpkkqp"cpf "tguv'ckpki "qtf gt"kpem' kpi "cr r tqxcn'qh'vj g'cf kpvgtko "ukr wrcvqp"hrgf "y kj "vj g"eqo r rcpv."guv'cdn'uj o gpv'qh'vj g'o gcpu'qh'p'v'qeg"vq r qv'p'v'cn'lenko cpw'cpf "c"f gcf r'p'g'ht"vj g'hkpi "qh'erko u="cpf "kx+"vq"tguv'ckp"htv'vj g r tqeggf kpi u"ci ckpu'vj g'r r'kp'v'h'h'kp"rko kcvqp"gzegr v'd { " o gcpu'qh'vj g'hkpi "qh'c'erko "kp"vj g'rko kcvqp"r tqeggf kpi 0
- *46+ Cr r qkpvki "r gtuqpu"vq"ugt'xg"r tqegu"r wtuwcpv'vq"Hgf OT0Ek0R06*e+."gzegr v'vj cv."cu vq"kp"tgo "r tqegu."uwej "cr r qkpv' gpv'uj cm'dg"o cf g'qpn' "y j gp"vj g'O ctuj cn'j cu'pq f gr wv' "ko o gf k'vgn { "cxck'cdng"vq"gzewv'vj g'uco g'cpf "vj g'kp' k'kf wcn'cr r qkpv'gf "j cu dggp"cr r tqxgf "d { "vj g'O ctuj cn'ht"uwej "r wtr qug0
- *47+ Rtqeguulpi "cpf "tgxkgy "qh'r gv'k'k'pu'kp'ekxkl'eqo o ko gpv'r tqeggf kpi u'wpf gt"vj g P cteq'v'c'f f'lev'T'gj cdk'k'cvkqp"Cev."cpf "vj g'r tgr ctcvqp"qh'c"tgr qt'v'cpf tgeqo o gpf cvkqp"eqpegtkpi "vj g'f kur qukkqp"qh'vj g'r gv'k'k'p0
- *48+ Eqpf wevki "r tqeggf kpi u'cpf "ko r qukkqp"qh'ekxkl'hp'gu"cpf "r gpcn'ku"wpf gt"vj g'Hgf gtcn

Dqcv'Uchgv' 'Cev0*68'WUUE0È'36: 6*f +0'

*49+ Eqpf wev'kpi 'ugwrgo gpv'eqphgtgpegu'qt'qj gt'cngt'pcv'kg'f kur wrg'tguqmwkqp
r tqeggf kpi u'r wtuwcpv'v'q'v'j ku'f kutlev'w'CF T'r tqi tco . 'NT'38B. 'cpf 'Hgf 0T0Èk0R0
380

*4: + I tcv'kpi 'cf o kukqp'qt'gptqmo gpv'qh'cv'atpg' u'v'q'r tcev'kg'dghqtg'v'j g'eqwv'k'v'j ku
f kutlev'r wtuwcpv'v'q'NT': 50B0

*4; + Qtf gt'eqo r gv'p'e { 'gzco kpcv'kpu'qh'f gh'p'f cpw'r wtuwcpv'v'q'3: 'WUUE0È'64660

*e+ F wkgu'w'p'f gt'4: 'WUUE0È'858*e+'Ekkri'Eqpugpv'Lwtkuf lev'kqp0Rwtu'wcpv'v'q'4: 'WUUE0È
858*e+*3+. 'cpf 'uwdl'gev'v'q'v'j g'r tqxkuk'qpu'qh'v'j ku'twrg. 'v'j g'Wp'kgf 'Ucv'gu'O ci kutcv'g'Lwf i gu'hqt
v'j g'f kutlev'ctg'j' gtgd { 'ur gekm' f guki pcvgf 'cpf 'uj cm'j cxg'lwtkuf lev'kqp'v'q'eqpf wev'cp { 'qt'cm
r tqeggf kpi u'lp'cp { 'lwt { 'qt'p'qplwt { 'ekxk'no cvgt'cpf 'qtf gt'v'j g'gpv' { 'qh'lwf i o gpv'k'v'j g'ecug
w' qp'eqpugpv'qh'v'j g'r ct'v'gu0"Vj g'hqm'y kpi 'r tqegf w'gu'uj cm'i qxgtp<

*3+ K'i'c'ekxk'ri'ecug. 'wr qp'hk'kpi . 'ku't'cpf qo n' 'cuuki pgf 'v'q'c'f kutlev'lwf i g'cu'v'j g'r tgu'k'f kpi
lwf i g'r wtuwcpv'v'q'Twrg': 50'i qxgtp'kpi 'cuuki po gpv'qh'ekxk'ri'ecugu. 'v'j g'engt'm'ij km
r tqxk'f g'v'j g'r m'k'p'v'kh'c'p'f l'qt' r m'k'p'v'kh'c'p'f'eqw'pug'nc'0P q'v'kg. 'Eqpugpv.'cpf 'Qtf gt'qh
T ghgt'gpeg'/'Gz'gtekug'qh'Lwtkuf lev'kqp'd { 'c'Wp'kgf 'Ucv'gu'O ci kutcv'g'Lwf i gö'hqto
*0Eqpugpv'Hqto 0-0Vj g'engt'm'ij cm'icnu'q'ku'wg'qt'uw'r r n' 'cv'v'j cv'v'ko g. 'hqt'gcej
f gh'p'f cpv'k'v'j g'ecug. 'eqr k'gu'qh'v'j g'Eqpugpv'Hqto 'y j lej 'uj cm'd'g'cv'cej gf 'v'q'v'j g
uwo o qpu'cpf 'v'j gt'g'chgt'ugt'xgf 'wr qp'v'j g'f gh'p'f cpv'u+l'k'v'j g'o c'ppgt'r tqxk'f gf 'd {
Hgf 0T0Èk0R06=r tqxk'f gf . 'j' qy gxgt. 'v'j cv'c'h'k'w'g'v'q'ugt'xg'c'eqr { 'qh'uw'ej 'p'v'kg
wr qp'cp { 'f gh'p'f cpv'uj cm'p'q'v'ch'gev'v'j g'x'c'ri'k'k'v' { 'qh'v'j g'ugt'x'kg'qh'r t'q'guu'qt'v'j g
lwtkuf lev'kqp'qh'v'j g'eqw'v'v'q'r t'q'eggf 0K'i'ch'gt'v'j g'k'p'k'ri'k'k'p'i 'qh'c'ekxk'ri'ecug. 'p'gy 'qt
cf f k'k'q'p'c'ri' ct'v'gu'gp'v'gt'qt'l'q'k'p'k'v'j g'cev'k'qp'r wtuwcpv'v'q'v'j g'qr g'cev'k'qp'qh'cp { 'uc'w'wg.
twrg'qt'qtf gt'qh'v'j g'eqw'v'v'j g'engt'm'ij cm'ko o gf k'ev'n' { 'o c'k'i'qt'q'v'j g'ty kug'f gr'k'x'gt'c
0Eqpugpv'Hqto 0'v'q'gcej 'uw'ej 'r ct'v'0'k'p'c'ecug't'cpf qo n' 'cuuki pgf 'wr qp'hk'kpi 'v'q'c
o ci kutcv'g'lwf i g'cu'v'j g'r tgu'k'f kpi 'v'k'ri'lwf i g. 'v'j g'r tqxkuk'qpu'qh'Twrg': 50'uj cm
i qxgtp0

*4+ Vj g'Eqpugpv'Hqto 'eqp'vgo r r'cv'f 'd { 'uwduge'v'k'p'v'q'v'j g'v'q'v'k'v'g'f'k'ge'v'0'k'p'c'f'f'k'k'q'p. 'v'j g'engt'm'ij cm
h'qto 'cu'v'j g'lwf i gu'qh'v'j g'eqw'v'v'q'v'q'v'k'v'g'f'k'ge'v'0'k'p'c'f'f'k'k'q'p. 'v'j g'engt'm'ij cm
o c'k'p'v'k'p'q'p'j' c'p'f. 'k'p'c'hqto 'qt'hqto u'v'q'dg'cr r tqxgf 'd { 'v'j g'lwf i gu'qh'v'j g'eqw'v.
y tk'v'p'eqpugpv'ci t'ggo gpw'hqt'v'j g'w'ug'qh'v'j g'r ct'v'gu'k'p'eqo o w'p'lev'k'pi 'v'q'v'j g'engt'm
v'j g'k'w'p'c'p'k'o q'w'u'c'p'f'x'q'w'p'v'ct { 'eqpugpv.'wr qp'gpv' { 'qh'cp'qtf gt'qh't'gh'gt'gpeg'd { 'v'j g
r tgu'k'f kpi 'f kutlev'lwf i g. 'v'q'v'j cxg'cm'ih'w'v'j gt'r t'q'eggf kpi u'lp'v'j g'ecug. 'k'p'ev'w'f kpi 'v'k'c'n
y k'j 'qt'y k'j q'w'c'lwt { . 'c'p'f 'v'j g'gpv' { 'qh'lwf i o gpv.'eqpf we'v'f 'd { 'c'Wp'kgf 'Ucv'gu
O ci kutcv'g'Lwf i g0

*5+ K'i'v'j g'r ct'v'gu'k'p'cp { 'ekxk'ri'ecug'w'p'c'p'k'o q'w'u' { 'eqpugpv'v'q'f kur qu'k'k'q'p'qh'v'j g'ecug'd { 'c
Wp'kgf 'Ucv'gu'O ci kutcv'g'Lwf i g'r wtuwcpv'v'q'4: 'WUUE0È'858*e+'cpf 'v'j ku'twrg.'uw'ej

eqpugpv'o wuv'dg'eqo o wplecvgf "v'j g'engtmlqp"cp'cr r tqr tkvg'hqto "r tqxkf gf 'd{ 'j g'engtmlqp'ceeqt f cpeg'y kj "uwdugevqp"*e+*4+"qh'v'j ku'twrg+0Vj g'engtmluj cm'pqv'ceegr v'qt hkg'cp{ 'eqpugpv'gzegr v'lp'v'j g'hqto "cpf 'b cppgt. "cpf 'y kj kp'v'j g'vko g. 'r tguetkdgf 'd{ v'j ku'twrg0'

*6+ Kp'v'j g'gxgpv'v'j g'r ctvku'hkg'c'wpcplo qwu'eqpugpv'r wtuwcpv'v'q'uwdugevqp"*e+*5+"qh'v'j ku'twrg. 'v'j g'engtmluj cm'ko o gf kcvgn{ 'pqvkh{ 'v'j g'r tgukf kpi 'f kntlev'lwfi g'y j q'y km r tqo r v'v' "3+"gpvgt "cp'qtf gt "qh'tghgtgpeg"v'c'Wpkvgf "Ucvgu'O ci kntcvg'lwfi g. "qt"*4+gpvgt "cp'qtf gt 'f genkpi "v'f q'uq=r tqxkf gf. 'j qy gxgt. 'v'j g'f kntlev'lwfi gu'qh'v'j g'eqwtv uj cm'pqv'f genkpg'v'q'v' b cng'cp'qtf gt "qt'qtf gt u'qh'tghgtgpeg'hq'v'j g'r wtr qug'qh'v'ko kkp'v'j g'v'f r gu'qh'ecugu'v'q'dg'v'k'gf 'd{ 'v'j g'Wpkvgf "Ucvgu'O ci kntcvg'lwfi gu'r wtuwcpv'v'q'v'j ku'twrg0Kp'o cm'kpi "qt'kp'f genkpi "v'v' o cng'cp'qtf gt "qh'tghgtgpeg"v'j g'r tgukf kpi 'f kntlev'lwfi g'o c{ 'eqpukf gt. 'co qpi "qv'j gt 'v'j kpi u. 'v'j g'ewtgpv'cmqecvqp'qh'r gpf kpi 'lwfi lekndwukp'guu'dgwy ggp'v'j g'f kntlev'lwfi gu'qh'v'j g'eqwtv'cpf 'v'j g'o ci kntcvg'lwfi gu'v'j g'lwfi leknd'geqpqo { . 'kh'cp{ . 'v'q'dg'i ckgf 'd{ 'v'j g'tghgtgpeg'cu'o gcuwgf 'kp'r ctv'd{ 'v'j g'gzv'gpv'qh'r tkqt 'lwfi leknd'hdqt "gzr gpf gf "cpf 'hco k'k'ctk'v' 'ceewo wrcv'gf 'kp'v'j g'ecug'd{ 'v'j g'f kntlev'lwfi g'qt'v'j g'o ci kntcvg'lwfi g. 'cu'v'j g'ecug'o ki j v'dg=v'j g'gzv'gpv'v'q'y j lej 'v'j g'o ci kntcvg'lwfi g'u+o c{ 'j cxg'v'ko g'cxk'cdrg'v'q'f gxqv'v'q'v'j g'ecug'i kkp'v'f wg'tgi ctf v'q'v'j g'pgegu'v'q'v' qh'f k'ki gpv'r gthqto cpeg'qh'qv'j gt 'lwfi leknd'f wkgu'tgi wctn' 'cu'ki pgf 'v'q'v'j g'o ci kntcvg'lwfi gu'cpf "cp{ 'qv'j gt 'hgcw'gu'r gew'kt'v'q'v'j g'kp'f k'kf w'cn'ecug'y j lej uwi i guv. 'kp'v'j g'lpv'gt guv'qh'l'w'v'keg'qt 'lwfi leknd'geqpqo { . 'v'j cv'c'tghgtgpeg'uj qwf "qt'uj qwf 'pqv'dg'o cf g0'

*7+ Kp'cp{ 'ecug'kp'y j lej "cp'qtf gt "qh'tghgtgpeg"j cu'dggp'o cf g. 'v'j g'r tgukf kpi 'f kntlev'lwfi g'o c{ . 'hqt'ecwug'uj qy p'qp'j ku'qy p'o qv'k'p. 'qt'w'pf gt "gzv'c'qtf k'pct{ ekewo ucpegu'uj qy p'd{ "cp{ 'r ctv{ . 'x'cec'v'j g'qtf gt "qh'tghgtgpeg"cpf "tguv'qt'g'v'j g'ecug'v'q'v'j g'ecv'pf ct "qh'v'j g'r tgukf kpi 'f kntlev'lwfi g0'

*f + O kuf go gcpqt'Lwtkuf levkqp0'Rwtuwcpv'v'q'3: "WUE0E'5623. 'v'j g'Wpkvgf "Ucvgu'O ci kntcvg'lwfi gu'hqt'v'j ku'f kntlev'ukv'kpi 'y kj "qt'y kj qw'c'lw'v' { . 'ctg'ur gek'k'ecm' 'f guki pcv'gf "cpf 'uj cm j cxg'lwtkuf levkqp'v'q'v' { 'r gtuqpu'ceewugf "qh'cpf "ugpv'gpeg'r gtuqpu'eqpxlev'gf "qh'r gw'f qh'g'pug0"

Y kj "eqpugpv'qh'v'j g'r ctvku. "cp{ "qh'v'j g'Wpkvgf "Ucvgu'O ci kntcvg'lwfi gu'hqt'v'j ku'f kntlev'ukv'kpi 'y kj "qt'y kj qw'c'lw'v' { . 'uj cm'j cxg'lwtkuf levkqp'v'q'v' { 'r gtuqpu'ceewugf "qh'cpf "ugpv'gpeg'r gtuqpu'eqpxlev'gf "qh'E'rcuu'C"o kuf go gcpqtu'eqo o kvgf 'y kj kp'v'j g'f kntlev'y j gyj gt qtki kpcv'kpi "w'pf gt "cp'cr r necdrg'hgf gtcn'ucv'w'w'qt'tgi wrcv'k'p'qt'c'ucv'g'ucv'w'w'qt'tgi wrcv'k'p'o cf g'cr r necdrg'd{ "3: "WUE0E'350Ecugu'qh'E'rcuu'C"o kuf go gcpqtu'o c{ . 'w'qp'v'c'p'uhgt'kp'v'j ku'f kntlev'w'pf gt "T'wrg'42. 'Hgf 0T0E'tko 0R0'dg'tghgtgf "v'q'c'Wpkvgf "Ucvgu'O ci kntcvg'lwfi g'hqt'v'j ku'f kntlev'hqt'r ngc'cpf "ugpv'gpeg. 'w'qp'f gh'g'pf cp'v'u'eqpugpv'0'

Kp'c'r gw'f "qh'g'pug'ecug'kp'x'q'k'k'pi 'c'l'w'x'g'p'k'g. 'v'j g'Wpkvgf "Ucvgu'O ci kntcvg'lwfi gu'hqt'v'j ku'f kntlev'o c{ "gzv'g'ekug'cm'r qy gtu'i tcpv'gf "v'q'v'j g'f kntlev'eqwtv'w'pf gt "Ej cr vgt '625'qh'V'krg'3: "qh'v'j g'Wpkvgf "Ucvgu'Eqf g0Kp'ecugu'qh'cp{ "o kuf go gcpqt. "qv'j gt 'v'j cp'c'r gw'f "qh'g'pug'kp'x'q'k'k'pi 'c'

lwxgpkng.'kp'y j lej "eqpugpv"q"tkcn'dghqtg'c'o ci kwtcv'lwfi g'j cu'dggp'hrkf ."c'o ci kwtcv'lwfi g'o c{"gzgtekug'cm'r qy gtu'i tcpvgf "v'j g'f kwtlev'eqwtv'wpf gt'Ej cr vgt'625"qh'Vkr'3: "qh vj g'Wpkgf "Ucvgu'Eqf gO'

Kp'y g'v'kcn'qh'cm'ecugu'r wtuwcpv'v'j ku'uwdr ctei tcr j . 'T wrg'7: . 'Hgf gtcnT wrgu'qh'Etko kpcn Rtqegf wtg.'i qxgtpu'r tcevek'cpf 'r tqegf wtgO'

*g+ F wkgu'wpf gt'4: "WUE0E'858*g+Eqpvgor v'CWj qtkv'0'Rwtuwpv'v'4: "WUE0E'858*g+.'j g Wpkgf "Ucvgu'O ci kwtcv'lwfi gu'hqt'v'j g'f kwtlev'ctg'j gtgd{"ur gekcn'f'guki pcvgf "cpf 'uj cm j cxg'lwtkuf levkqp'v'eqpf wev'eqpvgor v'r tqeggf kpi u'cpf "gzgtekug'v'j g'eqpvgor v'cwj qtkv'cu ugv'hqt vj 'kp'4: "WUE0E'858*g+0'

*h+ F wkgu'cu'v'q'Rtgvtkcn'O cwgtu'kp'Ekxki'Ecugu0'Rwtuwpv'v'cwj qtkv' 'i tcpvgf 'wpf gt'uwdugevkqp *d+39+'qh'v'j ku'twrg.'v'j g'Wpkgf "Ucvgu'O ci kwtcv'lwfi gu'hqt'v'j ku'f kwtlev'uj cm'wr qp'qtf gt'qh tghgt'peg.'j gct'cpf 'f gvto kpg'cm'pqp/f kur qukkxg'o qv'kpu'kpenf kpi . 'y kj qw'rko kv'kqp.'cm r tqegf wcn'cpf 'f kexxgt {"o qv'kpu'cpf 'uj cm'eqpf wev'T wrg'38*d+'eqphgt'pegu.'ugv'kpi "cm f gcf'kpgu'cpf 'tkcn'f'cvg.'kp'eqqtf'kpcv'kqp'y kj 'v'j g'r tgu'k'kpi 'tkcn'lwfi g'au'v'ch'kp'cm'ecugu0' Gzegr v'kp'v'j qug'ecugu'y j lej 'ctg'gzenf'gf 'd{"NqecnT wrg'38B*d+.'v'j g'Wpkgf "Ucvgu O ci kwtcv'lwfi gu'hqt'v'j g'f kwtlev'uj cm'eqpf wev'ugwrgo gpv'eqphgt'pegu'r wtuwcpv'v'v'j g cwj qtkv' 'i tcpvgf 'kp'uwdugevkqp *d+49+'qh'v'j ku'twrg'qpn' 'chgt'r'ctv'ku'j cxg'gpi ci gf 'kp'r tkxcvg o gf kv'kqp0'Vj g'r ctv'ku'o wv'r t'gugpv'c'egt'v'k'ecvg'ht'qo 'c'r tkxcvg'o gf kv'qt'v'j cv'cv'rgcu'v'qpg o gf kv'kqp'y cu'j g'f "cpf 'v'j g'r ctv'ku'r ctv'k'cv'gf 'kp'i q'qf 'h'k'j "dghqtg'v'j g'r tgu'k'kpi 'tkcn'lwfi g y knt'ghgt'c'ecug'v'v'j g'o ci kwtcv'lwfi g'hqt'c'ugwrgo gpv'eqphgt'pegO'

*i + Cr r gcn'ht'qo "qt'Qdlgev'kpu'v'q'O ci kwtcv'lwfi gu'F gekukpu0'

*3+ Cp'cr r gcn'ht'qo "cp'qtf gt'qh'c'o ci kwtcv'lwfi g'f gvto k'kpi 'c'r tgvtkcn'o cwgt'uj cm'dg hrkf 'y kj 'v'j g'ergt'n'cpf 'ugt'xgf "qp'qr r kulpi "eqwpugn'y kj kp'hqwt'v'ggp'f c{"u'chgt'dgkpi ugt'xgf 'y kj 'c'eqr {"qh'v'j g'qtf gt0'Vj g'r tgu'k'kpi 'f kwtlev'lwfi g'o c{"t'geqpu'k'gt'cp'qtf gt'f'gvto k'kpi 'c'r tgvtkcn'o cwgt'y j gt'g'k'j cu'dggp'uj qy p'v'j cv'v'j g'o ci kwtcv'lwfi gu'q'qtf gt'ku'ergt'n' "gtt'qpg'qwu'qt'eqpvtct {"v'rcy 0'

*4+ Kp'cp {"ecug'kp'y j lej 'v'j g'o ci kwtcv'lwfi g'ku'p'qv'cwj qtk'gf 'v'q'gpvt'c'f'gvto k'pcv'kqp r wtuwcpv'v'v'4: "WUE0E'858"qt'cp {"u'v'cpf kpi "qt'ur gekcn'qtf gt'qh'v'j g'eqwt'v'gpvt'gf v'j gt'g'wpf gt.'dw'ku'cwj qtk'gf "qt'f'kt'gevg'v'q'uwdo k'r tqr qugf 'h'kp'kpi u'qh'h'cew'cpf t'geqo o g'p'cv'kpu'v'v'j g'f kwtlev'lwfi g'v'q'y j qo 'v'j g'ecug'j cu'dggp'cu'ki pgf ."c'eqr {"qh uwej 'r tqr qugf 'h'kp'kpi u'qh'h'cew'cpf 't'geqo o g'p'cv'kpu'uj cm'dg'ht'p'kuj gf.'wr qp'h'k'kpi . v'v'j g'f kwtlev'lwfi g'cpf 'v'q'cm'r ctv'ku'0'Y kj kp'hqwt'v'ggp *36+'f c {"u'chgt'uwej 'ugt'xleg. cp {"r'ctv' "o c {"h'k'g'cpf 'ugt'xg'y tkwgp'qdlgev'kpu'v'j gt'g'v'0'Vj g'f kwtlev'lwfi g'uj cm'o cng c'f'g'p'q'x'q'f'gvto k'pcv'kqp'qh'v'j qug'r'qt'v'kpu'qh'v'j g't'gr'qt'v'qt'ur gek'hrkf 'r tqr qugf h'kp'kpi u'qt'geqo o g'p'cv'kpu'v'v'j j lej 'qdlgev'kqp'ku'o cf g0'Vj g'f kwtlev'lwfi g'o c {"ceegr v't'gl'gev'qt' "o qf'kh' "kp'y j qrg'qt'kp'r'ctv'v'j g'h'kp'kpi u'v'cpf 't'geqo o g'p'cv'kqp'qh'v'j g o ci kwtcv'lwfi g0'Vj g'f kwtlev'lwfi g'o c {"cnu'q't'gegk'g'ht'v'j gt'g'x'k'f'g'peg'qt'geqo o kv

vj g'bo cwgt "vq"vj g'bo ci kwtcvg'lwfi g'y kj 'kputwvkapu0

*5+ Wv qp'vj g'gpvt { "qh'lwfi o gpv'kp'cp { "ekxkn'ecug'f kur qugf "qh'd { "c"o ci kwtcvg'lwfi g'qp eqpugpv'qh'vj g'r ctvku'wvpf gt "4: "WUE0E'858*e+."cp"ci i tkxgf "r ctv { "cr r gcn f kgev "vq"vj g'Wpkvgf "Ucvgu'Eqwtv'qh'Cr r gcn'hqt "vj g'Ukzvj "Ektewk'kp'vj g'uco g o cpgt "cu'cp"cr r gcn'htqo "cp { "qvj gt "lwfi o gpv'qh'vj ku'eqwt0

*6+ Vj g'cr r gcn'qh'cp"qtf gt "qh'eqvgo r v'kuwgf "d { "c"o ci kwtcvg'lwfi g'hqt "vj ku'f kwtlev'uj cm dg'o cf g'vq"vj g'Wpkvgf "Ucvgu'Eqwtv'qh'Cr r gcn'hqt "vj g'Ukzvj "Ektewk'kp'ecugu r tqeggf kpi "qp"eqpugpv'qh'vj g'r ctvku'wvpf gt "4: "WUE0E'858*e+0"Vj g'cr r gcn'qh'cp { qvj gt "qtf gt "qh'eqvgo r v'kuwgf "d { "c"o ci kwtcvg'lwfi g'hqt "vj ku'f kwtlev'uj cm'dg'o cf g'vq vj g'f kwtlev'eqwt0

*j + Pq'iko kcvkqp0P qvj kpi "kp"vj ku'twrg'uj cm'dg'eqputwgf "vq'iko k'qt "chge'vj g'tki j v'qh'cp { "lwfi g qt "lwfi gu'qh'vj g'eqwtv'vq "cuuki p "lwfi kcn'f wkgu'qt "tgur qpukdkkkgu'vq "c" Wpkvgf "Ucvgu O ci kwtcvg'lwfi g'y kj "qt"y kj qw'vj g'eqpugpv'qh'vj g'r ctvku0

**LR 77.2
CLERK OF COURT**

*c+" Ngj cn'cf xleg0"Vj g'Engt'n'cpf "vj g'Engt'n'u"go r m { ggu'f gukt g'vq "dg'qh'j gr "vq'rkki cpw'cpf cwqtpg { u0"J qy gxgt. "kpvtr tgvkpi "vj g'T wgu'qh'Rtqegf wtg'cpf "i kxkpi "hgi cn'cf xleg'ctg'p'qv r gto kwgf "hwpevkapu0" P qvleg'ku'j gtgd { "i kxgp "vq'rkki cpw'cpf "cwqtpg { u'vj cv'vj g'Engt'n'cpf "vj g' Engt'n'u"go r m { ggu'cuuwo g'pq "tgur qpukdkkx' "hqt "kphqto cvkqp "tgur gevkpi "cr r n'ecdr g r tqegf wt cn'wgu. "uwdvcpv'xg'ncy. "qt "kpvtr tgvkqp "qh'vj gug't wgu0

*d+" Cf xcpeg'Rc { o gpv'qh'Hk'kpi "HggU0
*3+"Rc { o gpv'qh'HggU0"Vj g'Engt'n'uj cm'tgs wkt g'cf xcpeg'r c { o gpv'qh'hggU0 dg'htg'cp { "ekxkn cevkap. "uwx"qt "r tqeggf kpi "qvj gt "vj cp"vj qug'cwj qt k' gf "vq"dg'dtqwi j *in forma pauperis* +ku hkgf 0

*4+"Y j gp'Hgg'P qv'kpenw'gf 0"Y j gp"cr r ngcf kpi "ku'tgegkxgf "hqt "hk'kpi "cpf "ku'w'p'cee'qo r cplgf d { "gkj gt "vj g'tgs wkt gf "hk'kpi "hgg"qt "cp"cr r n'ecvkap "vq"r tqeggf "*in forma pauperis*, qt "ku cee'qo r cplgf "d { "cp"cr r n'ecvkap "vq"r tqeggf "*in forma pauperis*"vj cv'j cu'p'qv'dggp "cev'gf "wv qp d { "vj g'Eqwtv. "vj gp'vj g'Engt'n'uj cm'pqv'g'ot gegkxgf o'cpf "vj g'f cv'g'tgegkxgf "vj gt gqp'cpf ko o gf kcvgn' "pqvkh' "eqwpugn'qt "vj g'r ctv { "y j q'uwo kwgf "vj g'r ngcf kpi "vj cv'vj g'r ngcf kpi "ku'j grf dw'pqv'hkgf "r gp'f kpi "tgegk'v'qh'vj g'tgs wkt gf "hk'kpi "hgg"qt "cp"qtf gt "i tcvkpi "cp"cr r n'ecvkap "vq r tqeggf "*in forma pauperis*0

**LR 79.1
REMOVAL OF COURT FILES**

*c+" Tgo qxcn'qh'qtki kpcn'r cr gtu0Qtki kpcn'r cr gtu'lp'vj g'ewuxf { "qh'vj g'engt'n'uj cm'dg'tgo qxgf "htqo

vj g'engtmu'qhleg'qpn' 'wr qp'qtf gt 'qh'vj g'eqwtv'wr qp'vgtu u'cr r tqxgf 'd' { 'vj g'Engtmu'qh'Eqwtv
r tqxkf gf . 'j qy gxgt. 'vj cv'wf lekri'qhlegtu'cpf 'vj gk'uv'hu. 'qh'lekri'eqwtv'tgr qt'vgtu. 'ur gekri'o cuvgtu
qt'eqo o kuukppgtu'o c' { 'tgo qxg'qtki kpcn'r cr gtu'cu'pgeguuct { 'vq'g'zr gf kv'vj g'dwukpguu'qh'vj g'eqwtv
Rgtuqpu'uggnkpi 'vq'tgo qxg'uwej 'r cr gtu'uj cml'f q'vq'qpn' 'y kj 'cr r tqxci'qh'vj g'Eqwtv

"

*d+ " Gzj kdkuOCml'gzj kdku'tgegkxgf "qt"o ctngf "hqt'kf gpv'k'ecv'kp'cv'cp { 'j gctkpi 'uj cml'dg'f grkxgtgf "vq
vj g'engtm'y j q'uj cml'nggr 'vj go 'kp'j ku'ewuvf { OJ qy gxgt. "cp { 'pcteq'ueu 'ecuj . 'eqwvgt'hgk'pqv'gu.
y gcr qpu. 'r tgek'v'uv'p'gu'qt'q'vj gt'eqp'tcd'cpf 't'gegkxgf . "cpf "cp { 'q'vj gt'gzj kdku'y j lej 'd'gecwug'qh
uk' g'qt'p'cw'tg'tgs wkt'g'ur gekri'j cpl'kpi 'uj cml'tgo clp'kp'r quuguuk'kp'qh'vj g'r ctv' { 'kp'v'qf w'kpi 'vj g
gzj kdk'f w'kpi 'vj g'r gpf gpe { 'qh'vj g'cev'kp'o'

*e+ " Chgt'vj g'h'kpcn'f vgtu k'p'cv'kp'qh'cp { 'cev'kp. 'eqw'pugri'uj cml'j cxg'52'f c { u'y kj kp'y j lej 'vq'y kj f tcy
gzj kdku'kp'vj g'engtmu'ewuvf { OJ'vj g'gx'gp'vj g'gzj kdku'ctg'pq'v'v'q'y kj f tcy p. 'vj g'engtmu'uj cml
f g'ust'q { "qt'q'vj gty kug'f kur qug'qh'uckf "gzj kdku'o

**LR 80.1
COURT REPORTERS AND TRANSCRIPTS**

*c+ Re { o g'pv'hqt'Vt'cpuetkr w'o' Cp { 'r ctv' { 'qt'c'w'qtpg { 'qtf g'kpi 'c'v'cpuetkr v'qh'v'guko qp { . 'y j g'vj gt
hqt'cr r gcn'qt'q'vj gty kug. 'ku'r gtu'qpcml' 'qdrki cv'gf "hqt'vj g'r c { o g'pv'qh'vj g'hgg'vq'vj g'eqwtv
tgr qt'vgt'O'J qy gxgt. 'vj g'hqt'gi qkpi 'f'qgu'pq'v'cr r n' { 'vq'vj qug'k'puc'pegu'kp'y j lej 'vj g'h'ggu'ct'g'vq
dg'r c'k' { 'd' { 'vj g'W'p'k'x'gf "U'c'v'gu'qh'Co g't'k'ec'r w'uv'cp'v'q'ngi kur'v'k'g'cw'j qtk'v' { O'Gzegr v'kp'vj qug
ecugu'kp'y j lej 'vj g'equ'v'qh'c'v'cpuetkr v'ku'h'w'p'f gf 'r w'uv'cp'v'q'vj g'Et'ko k'pcn'L'w'v'k'g'Ce'v'vj g
eqwtv'tgr qt'vgt'o c' { 'tgs wkt'g'r tgr c { o g'pv'hqt'c'v'cpuetkr v'qtf g'gf "d' { 'cp'c'w'qtpg { O

*d+ Engtmu'Eqr { O'Vj g'egt'v'k'gf 'eqr { 'qh'vj g'v'cpuetkr v'f grkxgtgf "d' { 'vj g'eqwtv'tgr qt'vgt'vq'vj g
Engtmu'hqt'vj g't'ge'qtf u'qh'vj g'Eqwtv'cu'tgs wkt'gf "d' { 4: "WUEO'E'975."o c { 'pq'v'dg'tgo qxgf
ht'qo 'vj g'qh'leg'qh'vj g'Engtm'cdug'pv'Eqwtv'qtf g'to

*e+ G'ng'v'q'p'k'e'C'x'c'k'r'd'k'k'v' { 'qh'Vt'cpuetkr w'o'Vj g'g'ng'v'q'p'k'e'c'x'c'k'r'd'k'k'v' { 'qh'v'cpuetkr w'qh
r t'q'eg'gf kpi u'uj cml'dg'eqp't'q'ng'f "d' { 'C'f o k'p'O'Q't'f gtu'422: /57'cpf "422; /2; 0

**LR 83.1
BANKRUPTCY APPEALS**

*c+ Cr r gcmO'Dcpntw v' { 'cr r gcm'uj cml'dg'j' cpl'ng'f 'kp'c'ee'qtf c'peg'y kj "NDOT'O: 222/3'cpf "NDOT'O
: 228/30

*d+ Qtcn'cti wo g'p'o"Qtcn'cti wo g'pv'ku'pq'v'r gto kv'gf "cdug'pv'c'ur gek'k'e"qtf g't'qh'vj g'Eqwtv'o

*e+ Dcpntw v'e { 'Cr r gcm'Re'p'g'ri' "Vj g'Y g'ug'v't'p'F k'ut'k'ev'qh'V'g'p'p'g'u'gg'j cu'cf q'r v'gf "vj g'w'ug'qh'vj g
Dcpntw v'e { 'Cr r gcm'Re'p'g'ri'O' Cp { 't'w'gu'qh'vj g'Dcpntw v'e { 'Cr r gcm'Re'p'g'ri'uj cml'w'r g'tug'f g'vj g'ug
t'w'gu'hqt'u'wej 'cr r gcm'o'

LR 83.2

PHOTOGRAPHING, BROADCASTING, TELEVISIONING AND TELEPHONY

*c+ Vj g'cnkpi "qh'r j qvqi tcr j u'qt 'y j g'tgeqtf kpi "qt 'tcpuo kukqp"qh"Eqwtv'r tqeggf kpi u'qt 'y j cktkpi "qh'tcf kq."vgrxkukqp"qt "kpvgtpgv'dtqcf ecuw'd{ 'pqp/Eqwtv'r gtuqppgri'htqo 'y j g'hmqtu"qh y j g'Eqwtv'j qwug'qeew kqf 'd{ 'y j g'Eqwtv'f wt kpi 'y j g'r tqi tguu"qh'qt "kp"eqppgevkqp'y kj 'lwf lekcn r tqeggf kpi u'qt 'i tcpf 'lwf { 'r tqeggf kpi u. 'kpenmf kpi 'r tqeggf kpi u'dghqtg'c'O ci kwtcv'g'Lf i g. y j gj gt "qt "pqvEqwtv'ku"cewcmf "kp"uguukqp."ctg'r tqj kdkgf =r tqxkf gf "y j cv'r j qvqi tcr j kpi "cpf dtqcf ecukpi "kp"eqppgevkqp'y kj "pcwtcnk cvkqp"j gctkpi u."egtgo qpkcn'qeeckqp."qt "qy j gt ur gekcnr tqeggf kpi u'o c { 'dg'r gto kwgf 'y kj 'y j g'cr r tqxcn'qh'y j g'Lf i g'qh'y j g'Eqwtv'r tgukf kpi qxgt "uwej 'r tqeggf kpi u0"

EXCEPTION²: Vj gtg'ku'c'no kqf "gzegr vkqp"vq'y j g'dcp"qp'tgeqtf kpi "cpf 'r wdrckvkqp"qh" f kwtlev'eqwtv'r tqeggf kpi u'cu'ugv'htqj 'kp'y j ku'twrg'htq'f kwtlev'lw'f i gu'r ctv'ekr cvkpi "kp"c'r knq r tqi tco "guvdrkuj gf 'd{ 'y j g'Lf lekcnEqphgtgpeg"qh'y j g'Wpkqf "Ucvgu'kp"Ugr vgo dgt "4232 *LEWU/UGR"32. 'r 6/6+"vq"gxcmcv'g'y j g'ghgev'qh'eco gtcu'kp"f kwtlev'eqwtv'eqwtv'qgo u. "qh xkf gq'tgeqtf kpi u'qh'r tqeggf kpi u'y j g'kp."cpf "qh'r wdrckvkqp"qh'uwej "xkf gq'tgeqtf kpi u0

Cp { 'tgeqtf kpi "cpf 'r wdrckvkqp"eqpf wv'gf 'r wtuwcpv'vq'y j g'r knqv'r tqi tco "o wuv'eqo r n{ 'y kj y j g'r tqi tco 'i wkf grkpgu'kuwgf 'd{ 'y j g'Lf lekcnEqphgtgpeg"Eqo o kwgg'qp"Eqwtv Cf o kpkwtcvkqp"cpf "Ecug'O cpci go gpv'r wtuwcpv'vq'y j g'r knqv'r tqi tco "cxckndrg"cv y y y 0wueqwtv'f qx+0

*d+ Egmwrt "vgrj j qpgu"cpf 'r gtuqpcn'f ki kcn'cuukv'cpv'uj cm'dg'wtpgf "qh'y j kq'kp"cp { eqwtv'qgo "qt 'ej co dgtu'qh'y j g'Eqwtv."wprguu'y j g'Eqwtv'gzr tguu { "cmqy u'y j go "vq'dg"cevkcv'gf 0

*e+ F gxlegu"cpf "gs wkr o gpv'wugf "kp"xkqmvkqp"qh'y j ku'twrg'uj cm'dg'uwdlgev'vq'ko o gf kv'g'ugk' wtg0

**LR 83.4
ATTORNEYS - ADMISSION**

*c+ Tqm'qh'Cwqtpg { u0"Vj g'dct "qh'y j ku'Eqwtv'uj cm'eqpukv'qh'cm'r tgu'pvo go dgtu'cpf 'y j qug cwqtpg { u'cf o kwgf "kp'y j g'hwatg'vq'r tceveg'dghqtg'y j ku'Eqwtv'y j q'j cxg'vcmgp'y j g'qcy r tguetkdgf 'd{ 'y j g'twgu'cpf 'j cxg'r ckf "vq'y j g'Engtnl'uwej 'hggu'cu'y j g'Eqwtv'o c { 'r tguetkdg'htqo vko g'v'vko g0"P q'r gtuq. "wprguu'f w { 'cf o kwgf "vq'r tceveg'kp'y j ku'Eqwtv'uj cm'dg'r gto kwgf "vq cr r gct "cpf 'r ctv'ekr cv'g'kp'y j g'tkcn'qh'cp { 'cevkqp"qt'j gctkpi "qh'cp { 'o qv'kqp"gzegr v'kp'j ku'qt'j gt qy p'dgj cm'qt'd { 'ur gekcnr gto kukqp"qh'y j g'Eqwtv'qt'cu'r tqxkf gf "kp"ugevkqp"v'f + "qh'y j ku'twrg0

*d+ Grki kdkv'. "Cp { 'r gtuq'ku'grki kdn'htq'o go dgtuj k' y j q'ku'cf o kwgf "vq'r tceveg'v'cy "cpf "kp i qqf "ucpf kpi "dghqtg'y j g'Uw tgo g'Eqwtv'qh'Vgppguugg."cp { "qy j gt'ucv'g."qt 'y j g'F kwtlev'qh Eqnw dlc0"Kv'y j g'cr r r'ncpv'ku'pqv'c'o go dgt "qh'y j g'dct "qh'Vgppguugg."j g'qt'uj g'o wuv'cnq'dg'c o go dgt "kp'i qqf "ucpf kpi "qh'c"Wpkqf "Ucvgu'F kwtlev'Eqwtv0

²Gzegr vkqp"ghgev'g'Lf i "3: .4233"kp"ceeqtf cpeg'y kj "Cf o kpkwtcvkq"Qtf gt "4233/36"htq y j g'f wcvkqp"qh'y j g'Eco gtcu'Rkqv'Rtqlgev'kp'y j g'F kwtlev'Eqwtv

*e+
 Rtqegf wtg'ht' Cf o kuukp0" Gcej "cr r ncepv'ht'cf o kuukp'v'j g'dct'qh'v'j ku'Eqwt'v'uj cmlhkg
 y kj "j g'Engt'nic'y tkwgp'r gvkq'p'ugw'kpi 'ht'v'j <*c+"j g'cwqtpg{ u'Dqctf "qh'Rtqhgukqpcn
 Tgur qpukdkk'v'pwo dgt '*qt'uko kkt'pwo dgt. 'kh'cp{ . 'ht'qo "j g'cf o kwgg'u'ucv'g'qh'h'legpuwt'g+"cpf
 ewt'gpv'cf f t'guu'cpf "vgr'j qpg'pwo dgt. "cr'p' y kj =*d+'c'egt'v'k'lec'v'g'qh'i q'qf "ucpf kpi 'ht'qo "j g
 j ki j guv'eqwt'v'qh'j ku'qt'j g'ucv'g'qt'v'j g'F k'ut'lev'qh'Eqnw dlc'cpf . 'kh'p'q'v'c'o go dgt'qh'v'j g'dct'qh
 Vgppguugg. 'ht'qo "c'Wpk'gf "Ucv'gu'F k'ut'lev'Eqwt'v'0" Cf o kuukp'v'j gp'uj c'm'd'g'q'd'v'k'p'g'f "q'p'n' "qp
 o q'v'k'p'o cf g'd{ "c'o go dgt'k'p'i q'qf "ucpf kpi "qh'v'j g'dct'qh'v'j ku'Eqwt'v'0"V'j g'cr r ncepv.'kh'cf o kwgf .
 uj c'm'v'c'ng'v'j g'r t'guet'kd'g'f "q'c'v'j . 'r c{ "v'j g't'gs w'kt'gf "h'gg'u'cpf "egt'v'k' "v'j cv'j g'qt'uj g'u'wdl'ge'w'j ko u'gr'h'qt
 j g't'ug'h'v'j g'lw'k'uf k'ev'k'p'qh'v'j g'Eqwt'v'cpf "j cu'q'd'v'k'p'g'f . 'ku'h'co k'kt'c'y kj "cpf "ci t'gg'u'v'q'd'g'd'q'w'p'f
 d{ "v'j g'ug'N'qec'n'T'w'gu. "Vgppguugg"U'w'r t'go g'Eqwt'v'T'w'g": "*T'w'gu'qh'Rtqhgukqpcn'Eq'p'f w'ev+: "cpf "v'j g
 I w'k'f g'rk'p'gu'qh'Rtqhgukqpcn'Eq'w't'v'gu{ "cpf "Eq'p'f w'ev'*cv'c'RRGP F KZ 'E+'0'W'r'q'p'eqo r'ng'v'k'p'qh'c'm
 t'gs w'kt'go g'p'u'ht'cf o kuukp. "v'j g'Eqwt'v'uj c'm'g'p'v'g't'cp'q't'f g't'qh'cf o kuukp'0"V'j g'cf o kwgg'u'p'co g
 cpf "Vgppguugg"Dqctf "qh'Rtqhgukqpcn'T'gur qpukdkk'v'pwo dgt '*qt'uko kkt'pwo dgt. 'kh'cp{ . 'ht'qo "j g
 cf o kwgg'u'ucv'g'qh'h'legpuwt'g+'uj c'm'd'g'k'p'uet'kd'g'f "qp'v'j g't'qm'qh'cwqtpg{ u.'cpf "c'egt'v'k'lec'v'g'qh
 cf o kuukp'o c{ "d'g'ku'w'g'f "w'r'q'p'cr r ncepv'k'p'0"

*f +
 Rgto kuukp'v'j Rct'v'k'c'v'g'k'p'c' Rct'v'k'w'ct'Ecug'0" Cp'cwqtpg{ "p'q'v'k'p'g'p'g'f "v'j r'c'v'k'g'ic'y "k'p'v'j g
 Ucv'g'qh'Vgppguugg. "dw'v'j j q'ku'h'legp'g'f "v'j r'c'v'k'g'ic'y "k'p'v'j g'cf o kwgf "ur gek'n'cf o kuukp'ku
 u'wdl'ge'v'v'j g'g'p'w'k'p' i "w'gu'cpf "t'gs w'kt'go g'p'u'<

*3+ Cp'cwqtpg{ "ug'gn'k'p' "v'j r'c't'v'k'c'v'g'k'p'c' r'c't'v'k'w'ct'ecug'v'p'f g't'v'j ku'uge'v'k'p'f +uj cmlhkg
 c'y tkwgp'o q'v'k'p. "k'p'ev'f k'p' "v'j g'cwqtpg{ u'h'legp'g'p'wo dgt. 'kh'cp{ . 'ht'qo "j g'cwqtpg{ u'ucv'g
 qh'h'legpuwt'g. "cpf "ewt'gp'v't'g'uk'f g'peg'cpf "qh'h'leg'cf f t'guugu'cpf "qh'h'leg'v'gr'j qpg'pwo dgt.
 cr'p' y kj <

*C+"c'egt'v'k'lec'v'g'qh'i q'qf "ucpf kpi 'ht'qo "j g'j ki j guv'Eqwt'v'qh'c'ucv'g'qt'v'j g'F k'ut'lev
 qh'Eqnw dlc. "cpf "ht'qo "c'Wpk'gf "Ucv'gu'F k'ut'lev'Eqwt'v'0" c'p'f "

*D+"c'egt'v'k'lec'v'g'v'j cv'v'j g'cwqtpg{ "u'wdl'ge'w'j ko u'gr'h'qt'j g't'ug'h'v'j g'lw'k'uf k'ev'k'p'qh
 v'j g'Eqwt'v'cpf "j cu'q'd'v'k'p'g'f . 'ku'h'co k'kt'c'y kj "cpf "ci t'gg'u'v'q'd'g'd'q'w'p'f "d{ "v'j g'ug
 N'qec'n'T'w'gu. "Vgppguugg"U'w'r t'go g'Eqwt'v'T'w'g": "*T'w'gu'qh'Rtqhgukqpcn'Eq'p'f w'ev+:
 cpf "v'j g'I w'k'f g'rk'p'gu'qh'Rtqhgukqpcn'Eq'w't'v'gu{ "cpf "Eq'p'f w'ev'*cv'c'RRGP F KZ 'E+
 cpf "

*E+"c'r' t'q'r' q'ug'f "q't'f g't'qh'ur gek'n'cf o kuukp'0"

*4+ Cp'cwqtpg{ "o c{ "d'g'r' t'q'x'k'k'q'p'c'm' "cf o kwgf "ht'c' r'c't'v'k'w'ct'ecug'q'p'q't'c'n' b' q'v'k'p' y kj q'w
 v'j g't'gs w'kt'gf "y tkwgp'o q'v'k'p'cpf "egt'v'k'lec'v'g'u'k'p'q't'f g't'v'j r'c't'v'k'c'v'g'k'p'k'p'k'c'n'r' t'g'rk'o k'p'c't
 o c'w'g'tu. "dw'v'w'ej "cwqtpg{ "o w'w'v'eqo r' n' "y kj "v'j g'r' t'g'eg'f k'p' i "u'wd'uge'v'k'p'f +*3+ "y kj k'p'37
 f c{ u'q'h'd'g'k'p' i "r' t'q'x'k'k'q'p'c'm' "cf o kwgf 0"

*5+ H'ck'w'g'v'q'eqo r' n' "y kj "v'j g'ug'v'w'gu. "h'ck'w'g'v'q'ng'gr "v'j g'Engt'nic'f x'k'ug'f "qh'c'ewt'gp'v'cf f t'guu
 cpf "vgr'j qpg'pwo dgt. "h'ck'w'g'v'q'cw'g'p'f "u'ej g'f w'rg'f "eq'p'h'g't'g'pegu. "j g'ct'k'p' i u'cpf "q'v'j g't
 r' t'q'eg'g'f k'p' i u. "q't'c'p{ "o k'ue'q'p'f w'ev'uj c'm'd'g'v' t'q'w'p'f u'ht'v'g'ue'k'p'f k'p' i "cp'q't'f g't'qh'ur gek'n
 cf o kuukp'0"

*g+
Crr gctcpeg'kp'Etlo kpcn'EcuguOCp'cwqtpg{ 'tgxckpgf 'd{ 'c'f ghgpf cpv'kp'c'etlo kpcn'ecug'cpf
 cuukucpv'Wpkgf 'Ucvgu'cwqtpg{ u'uj cm'kkg'c'y tkwgp'pqvleg'qh'cr r gctcpeg. 'kpenmf kpi 'y' g'cwqtpg{ u
 Dqctf 'qh'Rtqhgukqpcn'T gur qpukdkk' pwo dgt. 'ucv'kpi 'y' cv'v'j g'cwqtpg{ 'y' km'ugt'xg'cu'eqwpugn'qh
 tgeqtf OHqt 'f ghgug'eqwpugn'pqvleg'o wuv'dg'kkgf 'y' kj kp'6'f'c{ u'chngt'dgkpi 'tgxckpgf'qt'y' kj kp
 hqwt'f'c{ u'chngt'r tqegu'ku'ugt'xg'qp'v'j g'en'kpv.'y' j' lej' g'xgt'qeewu'rcvgt'OK'v'j g'ecug'qh'c'r' tq'j' ce
 xleg'cr r gctcpeg. 'f ghgug'eqwpugn'uj cm'eqo r n' 'y' kj 'y' g'tgs vkt go gpv'qh'uwdugev'kq'f +*3+'cdqxgO'

Cu'v'cuukucpv'Wpkgf 'Ucvgu'cwqtpg{ u'pqvleg'o wuv'dg'kkgf 'y' kj kp'hqwt'f'c{ u'qh'v'j g'tgwtp'qh
 kpf levo gpv.'qt'kpkcn'cr r gctcpeg.'qt'wpugn'kpi 'qh'kpf levo gpv.'y' j' lej' g'xgt'rcu'qeewu'OCm'pqvlegu
 o wuv'dgct'c'egt'kkg'qh'ugt'xleg'qp'qr r qulpi 'eqwpugn'Vj g'r tqxkukqpu'qh'v'j ku'tw'cr r n' 'v'
 cwqtpg{ u'y' j' q'cr r gct'cu'uwdukwwg'eqwpugn'cpf 'v'v'j qug'y' j' q'cr r gct'cu'eqwpugn'v'cp'cwqtpg{
 crtgcf { 'cr r gctkpi 'cu'eqwpugn'qh'tgeqtf O'

*h"
Ghgev'qh'Cr r gctcpeg'cu'Eqwpugn'OD' 'cr r gctkpi 'kp'v'j ku'Eqwt'v'qt'dghqt'g'c'O'ci kwtcv'Lv'f' i' g'kp
 c'r tqeggf kpi 'tgr tgugpv'kpi 'c'engpv.'cp'cwqtpg{ 'tgr tgugpv'u'v'v'j ku'Eqwt.v'wrguu'j' g'qt'uj' g
 chko cv'xgn' 'cf'xkugu'v'j g'Eqwt'v'v'j g'eqpvtct { . 'y' cv'v'j g'cwqtpg{ 'j' cu'eqo r'k'gf 'y' kj '*e-'qt'*g+
 cdqxg'cpf 'ku'pqv'ewt'gpv'w' 'wpf'gt'c'f' kudcto gpv'qt'uwar'gpukq'ht'qo 'cp{ 'q'v'gt'eqwt'OC'r'ctv'
 tgr tgugpv'gf 'd{ 'eqwpugn'y' j' q'j' cu'cr r gct'gf 'kp'c'ecug'o c{ 'pqv'cev'qp'j' ku'qt'j' g't'q'p'dgi' crh
 wrguu'v'j cv'r'ctv' u'cwqtpg{ 'j' cu'qdv'ckpgf 'ngcxg'qh'v'j g'Eqwt'v'v'j y' kj f' tcy 'cu'eqwpugn'qh'tgeqtf .
 r tqxkf'gf 'y' cv'v'j g'Eqwt'v'o c{ . 'kp'ku'f'kwt'g'kq'.'j' gct'c'r'ctv' 'kp'qr'gp'Eqwt.v'pqv'kj' ucv'kpi
 v'j g'hev'v'j cv'v'j g'r'ctv' 'ku'ewt'gpv'w' 'tgr tgugpv'gf 'd{ 'eqwpugn'qh'tgeqtf O'

*i +
Eqpf'wev'cpf'F'kuekr'rkpgO' Cm'cwqtpg{ u'r tcevekpi 'dghqt'g'v'j g'Wpkgf 'Ucvgu'F'kwt'lev'Eqwt'v'ht'v'j' g
 Y'guytp'F'kwt'lev'qh'Vgppguugg'uj' cm'eqo r n' 'y' kj 'y' gug'Nqecn'T'wgu.'y' g'T'wgu'qh'Rtqhgukqpcn
 Eqpf'wev'cu'v'j gp'ewt'gpv'w' 'r' tqo' wi' cv'g' 'cpf' 'co' gp'gf' 'd{ 'y' g'Uw' tgo' g'Eqwt'v'qh'Vgppguugg.'cpf
 y' kj 'y' g'I' w'k' g'rkpgu'ht' Rtqhgukqpcn'Eqwt'v'g' { 'cpf' 'Eqpf'wev'cu'cf'qr'v'gf' 'd{ 'y' ku'eqwt'v'
 *CRRGP F KZ 'E+0

*3+Hqt'c'y' k'hw'x'kq'v'kq'qh'v'j g'uck' 'Eqf'g'qt'v'j' gug'T'wgu.'cp'cwqtpg{ 'ku'uwdlgev'v'j
 cr r tqr' tkvg'f'kuekr'rkpct { 'cev'kq'pd{ 'y' g'Eqwt'v'k'p'cee'qtf'cpeg'y' kj 'y' g'r' tqegf' w'gu
 eqp'ckpgf 'kp'v'j ku'Eqwt'v'u'Qt'f'gt' 'C'f'qr'v'kpi 'T'wgu'qh'F'kuekr'rkpct { 'Gphqtego' gpv'k'k'gf
 ; 4; B; ; 2=eqr { 'cxck'rd'ng'kp'eng't'm'qh'k'kg+. 'cu'co' gp'gf' 'ht'qo' 'v'ko' g'v'v'ko' gO'

*4+K'cp{ 'cwqtpg{ 'ku'eqp'x'k'ev'g'qh'qt'r'ng'f' u'p'q'm'eqp'v'gp'gf'g'v'q'c' h'g'rp { 'qt'ku
 f' kudctt'gf' 'ht'qo' 'r' tcevek'kp'cp{ 'ucv'g'qt' 'h'gf'gt'c'ne'eqwt.v.'uwej' 'cwqtpg{ u't'ki' j' v'v'q'r' tcevek
 kp'v'j ku'Eqwt'v'uj' cm'dg'uw'ur'gp'gf' 'ko' o' gf' k'cv'gn' 'cpf' 'o' c{ 'dg't'gu'v'q'gf' 'qp'v' 'chn'gt'
 cr r' h'ec'v'kq' 'cpf' 'j' gctkpi 'kp'cee'qtf'cpeg'y' kj 'y' g'r' tqegf' w'gu'eqp'ckpgf 'kp'v'j ku'Eqwt'v'u
 Qt'f'gt' 'C'f'qr'v'kpi 'T'wgu'qh'F'kuekr'rkpct { 'Gphqtego' gpv'k'k'gf' ; 4; B; ; 2=eqr { 'cxck'rd'ng'
 kp'eng't'm'qh'k'kg+. 'cu'co' gp'gf' 'ht'qo' 'v'ko' g'v'v'ko' gO'

LR83.5

ATTORNEYS - WITHDRAWAL FROM REPRESENTATION

P'q'cwqtpg{ 'qh'tgeqtf' 'o' c{ 'y' kj f' tcy 'kp'cp{ 'ecug'gz'egr'v'qp'y' tkwgp'o' qv'kq'p'cpf' 'Eqwt'v'qt'f'gt'OC'm
 o' qv'kq'pu'ht' 'ngcxg'v'v'j y' kj f' tcy 'uj' cm'k'pen'f'g'v'j g't'gcu'pu't'gs'vkt'kpi' 'y' kj f' tcy' cn'cpf' 'y' g'p'co' g'cpf

cf f tguu'qh'cp{ 'uwdurkwwg"eqwpugn0"Kl'y g'pco g'qh'uwdurkwwg"eqwpugn'ku'pqv'hpqy p. 'y g'o qv'kp"uj cm
ugv'ht y 'y g'pco g.'cf f tguu'cpf 'vgr j ppg'pwo dgt'qh'y g'erkpv.'cu'y gm'cu'y g'uki pcwtg'qh'y g'erkpv
er r tqx'kpi 'y g'y kj f tcy cn'qt'c'egt'k'ecv'g'qh'ugt'x'leg'qp'y g'erkpv0"Qtf k'pct'k' .y kj f tcy cn'y kn'p'qv
dg'cm'y gf 'k'y kj f tcy cn'y kn'f gr' { 'y g't'k'cn'qh'y g'cev'kp0

LR83.6
CONTACTING JUDGES AND COURT PERSONNEL

*c+ P q'Gz'Rct'v'Ego o wplecv'kp'y kj 'Lwf i gu0'Gzegr v'cu'q'y gty kug'qtf gt gf . 'pgkj gt'eqwpugn'pqt
c'r ctv' 'v'c'r gpf kpi 'cev'kp'uj cm'j cxg'eqp'cev'y kj 'c'lwf i g'cdqw'c'o cwtg'r gpf kpi "dgh'qt g
y cv'Lwf i g.'wpr'guu'y g'g'ku'cp'go gti gpe { 'cpf 'y kj 't'gcu'p'cdng'p'q'v'k'g'v'c'm'eqwpugn'cpf
wptgr t'gug'p'v'gf 'r ct'v'ku.'qtcm' { 'qt'k'p'qr gp'E'qwt0

*d+ Ncy 'Engt'm'cpf 'Qy' gt 'Uwr r qtv'Rgtu'ppgn0'Gzegr v'cu'o c { 'q'y gty kug'dg'f kt'gev'f 'd { 'y g
eqwt.v'pgkj gt'eqwpugn'pqt'c'r ctv' 'v'c'r gpf kpi 'cev'kp'uj cm'f k'ewu'y kj 'rcy 'engt'm'qt'q'y g
uwr r qtv'r gtu'ppgn'y g'o g'ku'qt'q'y gt'o cwtg'u'qh'uwdur'ce'p'g't'gr'v'kpi 'v'c'p' { 'r gpf kpi 'cev'kp0

LR83.7
CIVIL PRO BONO PANEL FOR PRO SE INDIGENT PARTIES

K'p'qtf gt'v'g'p'eqwt'ci g'i t'gev't'gr t'gug'p'v'kp'qh'p'ro se'k'p'ki gpv'r ct'v'ku'k'p'ek'k'ic'egu.'y g
eqwt'v'j cu'cf qr v'gf 'y g'ō'R'p'h'qt'y g'Cr r q'k'p'vo gpv'qh'E'qwpugn'ht'p'ro se'k'p'ki gpv'R'ct'v'ku'k'p'Ek'k'k'
Ecugu'qh'y g'W'p'k'gf 'U'c'v'gu'F k'ut'lev'E'qwt'v'ht' 'y g'Y g'ug't'p'F k'ut'lev'qh'V'g'p'p'gu'gg.ō'y g'R'cp+'r w'tu'w'cp'v
v'c'f o k'p'k'ut'c'v'x'g'Q'f gt'P'q0; : /39."H'k'gf 'O c { '4: . '3; ; : 0"V'j ku'R'cp'ku'cr r n'ec'd'ng'f k'ut'lev'y k'f g.'cpf
ku'k'p'gh'gev'v'q'<'k'p'et'g'cug'y g'p'wo dgt'qh'c'w'at'p'g'f u'q'p'y g'Ek'k'k'i'R't'q'D'q'p'q'R'cp'gn'i q'x'g't'p'y g
er r q'k'p'vo gpv'qh'eqwpugn'ht'qo 'y g'R'cp'gn'cm'y 'h'qt't'g'ko d'w't'ugo gpv'qh'g'z'r g'p'ug'u'ht'qo 'y g'p'ro Bono
G'z'r g'p'ug'H'w'p'f =cpf . 'g'u'c'd'k'uj 'i w'k'f g'r'k'p'gu'ht'u'we'j 't'g'lo d'w't'ugo gpv'0'C"eqr { 'qh'y g'R'cp'ku'c'x'c'k'c'd'ng'cv
y g'Engt'm'u'Q'h'leg'cpf "qp'y g'E'qwt'v'u'y g'd'uk'g'cv<y y y 0py f 0w'eqwt'v'f q'x0

LR83.8
ASSIGNMENT OF CASES

*c+ K'k'k'c'i'Cu'ki po gpv'qh'Ecugu0'W'p'guu'q'y gty kug'qtf gt gf . 'ecugu'k'p'y g'Y g'ug't'p'F k'ut'lev'uj cm
dg'cu'ki pgf 'ce'eq't'f kpi 'v'q'y g'h'q'm'y kpi 't'w'gu<

*3+ W'r qp'y g'h'k'p'i 'qh'c'eqo r m'k'p'v.'y g'engt'm'lj cm'cu'ki p'g'cej 'ek'k'k'ic'eg.'gzegr v'd'cp'nt'w'r v' {
er r g'cu.'ecugu't'gs w'gu'k'p'i 'v'go r q't'ct { 't'g'ut'c'k'p'kpi 'q't'f g't'u'qt'q'y gt'r t'g'ko k'p'ct { 'k'p'l'w'p'v'k'g
t'g'k'gh'j' c'd'g'cu'eq't'r w'u'ecugu."E4477"cpf "E4476"ecugu."pro se"ecugu."in rem"ht'g'k'wt'g
ecugu.'f g'cv'y 'r g'p'cm'f "ecugu"cpf "r cv'gp'v'ecugu"v'g'k'j gt"c'f k'ut'lev'l'wf i g'qt"c"o ci k'ut'c'v'g
l'wf i g.'cu'y g'r t'g'uk'f kpi 't'k'cn'l'wf i g.'d { 't'cp'f qo 'u'g'r'g'ev'k'p'w'k'p'i 'c'u' { v'go 'y cv'k'p'uw't'gu'y cv
cu'ki po gpv'ct'g"o cf g'qp"c"t'cp'f qo "d'cu'k'u.'y kj q'w'eq'p'uk'f g't'c'v'k'p'qh'y g'k'f g'p'v'k' { 'qh'y g
l'wf i g'k'p'o c'n'k'p'i 'y g'cu'ki po gpv'0'H'qt'g'cej 'ecug'cu'ki pgf 'v'q'c'f k'ut'lev'l'wf i g'cu'r t'g'uk'f kpi
l'wf i g.'c"o ci k'ut'c'v'g'l'wf i g'y k'n'c'n'q'dg'cu'ki pgf 'v'q'j g'ct'cpf "f g'ek'f g'p'q'p/f k'ur q'uk'k'g

r t g t k r i c p f ' f k u e q x g t { ' o c w g t u 0 ' W p r g u u ' q v j g t y k u g ' q t f g t g f . ' G c u v g t p ' F k x k u k a p ' e c u g u ' y k n d g ' c u u k i p g f ' q p n l ' v q ' g k j g t ' v j g ' f k u t l e v ' l w f i g ' q t ' v j g ' o c i k u t c v g ' l w f i g ' y j q ' e w t t g p w l ' u k u k p ' l c e m u q p ' c u ' v j g ' r t g u k f k p i ' l w f i g u 0 ' }

*4+ Ecu g ' c u u k i p o g p w ' v q ' v j g ' o c i k u t c v g ' l w f i g u ' c u ' r t g u k f k p i ' l w f i g u ' u j c m ' d g ' o c f g ' k p ' u w e j r t q r q t v k p p ' c u ' f g v g t o k p g f " d { " v j g " f k u t l e v ' l w f i g u ' h t q o " v k o g " v q " v k o g " i k x k p i " f w g e q p u k f g t c v k a p " v q " v j g " g z k u k p i " e c u g n c f " q h ' v j g " l w f i g u 0 ' v j g ' o c i k u t c v g ' l w f i g ' u k w k p i " k p l c e m u q p " u j c m ' t g e g k x g " c " r t q r q t v k a p c v g " c o q w p v ' q h ' v j g " Y g u v g t p ' F k x k u k a p ' e c u g u ' y j k e j c o q w p v . " y j g p " e q o d k p g f " y k j " e c u g u ' c u u k i p g f " k p " v j g " G c u v g t p ' F k x k u k a p . " y k n ' o c k p v c k p r c t k v { " c o q p i " v j g ' o c i k u t c v g ' l w f i g u 0 ' }

*5+ V j g ' e r g t n l u j c m ' w u g ' v j g ' u c o g ' c u u k i p o g p v ' u { u x g o " v q " o c n g " c u u k i p o g p w ' v q " g c e j " u g p k q t f k u t l e v ' l w f i g ' k p " c e e q t f c p e g ' y k j " v j g ' t w r g u ' c r r i k e c d r g " v q " u g p k q t ' l w f i g ' u c w u . " u w d l g e v ' v q v j g ' p w o d g t ' c p f ' v { r g ' q h ' e c u g u ' u g v d { " v j g ' u g p k q t ' l w f i g ' e q p u g p v ' q h ' u g p k q t ' l w f i g ' t g s w k t g f + 0 }

*6+ K p ' c ' e c u g ' c u u k i p g f " v q " c ' r t g u k f k p i " o c i k u t c v g ' l w f i g . " v j g ' e r g t n l y k n i r t q x k f g ' v j g ' r r k p v h h c p f l q t ' r r k p v h h u " e q w p u g n ' w r q p " v j g ' h k p i " q h ' v j g ' e q o r r k p v ' c p f " g c e j " f g h g p f c p v ' c p f l q t f g h g p f c p w u " e q w p u g n ' c v ' v j g ' v k o g ' q h ' v j g k t ' h t u v ' c r r g c t c p e g " c ' o P q v e g " q h ' C u u k i p o g p v o ' c p f c ' o E q p u g p v ' q t ' P q p / e q p u g p v ' v q ' v j g ' G z g t e k u g ' Q h l w t k u f l e v k a p ' d { ' c ' W p k w g f ' U c v g u ' O c i k u t c v g l w f i g ' Y j g t g ' v j g ' O c i k u t c v g ' l w f i g ' J c u ' D g g p ' F k t g e w l ' C u u k i p g f ' c u ' v j g ' R t g u k f k p i ' l w f i g o h q t o " * o E q p u g p v ' H q t o o - 0 ' G c e j " r c t v { ' k u ' t g s w k t g f " v q " g o c k i ' v j g ' e q o r r g v g f " E q p u g p v ' H q t o v q ' v j g ' e r g t n l p q v k p i " v j g k t ' e q p u g p v ' q t ' q d l g e v k a p " v q ' r t q e g g f k p i " d g h q t g ' v j g ' o c i k u t c v g ' l w f i g o K i c v ' v j g ' v k o g ' q h ' v j g " T w r g ' 3 8 * d + u e j g f w k p i " e q p h g t g p e g . " c m E q p u g p v ' H q t o u ' j c x g ' b q v ' d g g p u w d o k w g f . " v j g ' c u u k i p g f " b c i k u t c v g ' l w f i g ' u j c m i t t q e g g f " y k j " v j g ' u e j g f w k p i " e q p h g t g p e g 0 V j g ' o c i k u t c v g ' l w f i g ' u j c m i t g o k p f " v j g ' r c t v k u g ' v j c v ' v j g ' y t k w g p " E q p u g p v ' H q t o u ' o w u v ' d g g o c k r g f " v q ' v j g ' e r g t n l c p f " u j c m i l p h q t o " v j g ' r c t v k u g ' v j c v ' c ' f k u t l e v ' l w f i g ' y k n i d g ' t c p f q o n l c u u k i p g f " h i ' v j g ' E q p u g p v ' H q t o u ' c t g ' b q v ' u w d o k w g f " v q ' v j g ' e r g t n l y k j k p " h q w v g g p " * 3 6 + f c { u c h x g t " v j g ' u e j g f w k p i " e q p h g t g p e g 0 " " C " r c t v { a i ' h c k n t g " v q " u w d o k v ' v j g ' e q o r r g v g f " E q p u g p v H q t o " v k o g n l " y k n i d g " e q p u k f g t g f " v j c v ' r c t v { a i ' t g h w u c n ' q h ' e q p u g p v ' v q " r t q e g g f " d g h q t g " v j g c u u k i p g f " r t g u k f k p i " o c i k u t c v g ' l w f i g o ' K p ' v j c v ' g x g p v ' q t ' k p " v j g ' g x g p v ' c ' r c t v { " g z r i k e k n l " q t k o r r i k e k n l " t g h w u g u " e q p u g p v . " v j g " r t g u k f k p i " o c i k u t c v g " l w f i g " y k n i d g " t g r n e g f " d { " c t c p f q o n l " c u u k i p g f " f k u t l e v ' l w f i g o }

*7+ Y j k r g ' v j g ' f g e k u k a p " v q " e q p u g p v ' q t " p q v ' v q " e q p u g p v ' v q " v j g ' g z g t e k u g " q h ' l w t k u f l e v k a p " d { " v j g o c i k u t c v g ' l w f i g ' k u ' g p v k t g n l " x q n p v c t { . " v j g ' f w l " v q " h k r g " v j g ' E q p u g p v ' H q t o " k u ' o c p f c v q t { 0 E q p u g p v ' v q " c " o c i k u t c v g ' l w f i g a u " c w j q t k v { " f a g u " p q v " e q p u k w w g " c " y c k x g t " q h " c p { l w t k u f l e v k a p c r i f g h g p u g ' w p t g r v g f " v q ' v j g ' i t c p v ' q h ' c w j q t k v { " w p f g t " 4 : " W U E 0 E ' 8 5 8 * e + 0 ' P q c f x g t u g " e q p u g s w p e g u " q h ' c p { " n k o f " y k n i d g h c m i ' c p { " c w q t p g l " q t " r c t v { " y j q " t g h w u g u " v q e q p u g p v 0 C " r c t v { a i ' e q o r r g v g f " E q p u g p v ' H q t o " y k n i p q v ' d g " f q e n g v g f " q t " o c f g ' r c t v ' q h ' v j g g r g e v t q p l e " e c u g " h k r g " p q t " y k n i ' v j g ' o c i k u t c v g " l w f i g " d g " c f x k u g f " q h ' c " r c t v { a i " e q p u g p v ' q t t g h w u c n ' v q " e q p u g p v ' h i ' g u u ' v j c p " c m ' v j g ' r c t v k u g " e q p u g p v 0 }

*8+ K i ' v j g ' r c t v k u g " e q p u g p v ' v q " r t q e g g f " d g h q t g " v j g " c u u k i p g f " r t g u k f k p i " o c i k u t c v g " l w f i g . " v j g c u u k i p g f " r t g u k f k p i " o c i k u t c v g " l w f i g " y k n i ' e q p f w e v ' c m i f k u r q u k k x g " r t q e g g f k p i u " k p " v j g c e v k a p . " k p e n w f k p i " v t k e n ' c p f " q t f g t " v j g ' g p v t { " q h i k p c i l l w f i o g p v 0 ' V j g ' r r g e n i q h ' c ' l w f i o g p v }

qt'hkpcn'qtf gt'gpvgtgf "d{ "vj g'r tgukf kpi "o ci kwtcv'lwfi g'y kn'dg"vq"vj g"Wpkqf "Ucvgu Eqwv'qh'Crr gcm'hqt"vj g'Ukzvj "Ektewk0'

*9+ Kij g'ecug'j cu'dggp'tcpf qo n' 'cuuki pgf "vq"cf'f kwtlev'lwfi g'cpf "cmr ctvku'eqpugpv'vq'j cxg c'o ci kwtcv'lwfi g'eqpf wev'cmr tqeggf kpi u. 'vj g'o ci kwtcv'lwfi g'brtgcf { 'cuuki pgf "vq"vj g' ecug"y kn'dgeqo g"vj g'r tgukf kpi "lwfi g. "cpf "vj g'f kwtlev'lwfi g"o c { "gpvgt"cp"qtf gt v'cpuhgttkpi "vj g'ecug'vq"vj g'o ci kwtcv'lwfi g'0

*. + K'r ctvku"ctg"rcvt"cffgf "vq"vj g'ecug."vj gug"r ctvku"y kn'dg"chqtf gf "pqvkg"cpf qrr qtwpkv "vq"eqpugpv'vq"vj g'o ci kwtcv'lwfi g'0Gcej "r ctv { "cffgf "chgt"vj g'uej gf w'kpi eqphgt'peg'y kn'dg'tgs w'kgf "vq'tgwtp"vj g'eqo r r'gvf "Eqpugpv'Hqto 'pqvki "vj g'kt'eqpugpv qt'qdlge'vq"vq'r tqeggf kpi "dghgtg"vj g'o ci kwtcv'lwfi g'y kj kp'hqwtv'ggp"*36+f c { "u'chgt ugtxleg"qh'vj g'pqvkg'qh'cuuki po gpv'cpf "vj g'Eqpugpv'Hqto 0

*d+ Cuuki po gpv'qh'F kuo kuugf "qt'Tg/Hkrgf 'Ecugu'0'Kp'vj g'gxgpv'c'ecug'ku'f kuo kuugf "cpf "vj gp'tg/hkrgf cv'c'rcvt'f cvg."vj g'lwfi g'u+q'y j qo "vj g'qtki kpcn'ecug'y cu'cuuki pgf "y kn'dg'cuuki pgf "vj g'tg/hkrgf ecug0

*e+ 'Cuuki po gpv'qh'Ego r cplqp'E'k'k'Ecugu'0'E'qwpugn'ij cm'kphqto "vj g'ergtn'ij j g'p'xgt'eqo r cplqp ecugu'rr gct"vq'dg'cuuki pgf "vq'f k'htgpv'lwfi g'u'0'Vj g'eqo r r'kpv'uj cm'dg'gzco k'pgf "kp"vj g'o qtg t'gegpv'cev'k'p'cpf "k'uj cm'dg'f g'vto k'pgf "y j g'vj gt"vj g'ecug'ku'eqo r cplqp"vq"qt "h'kn'g' "vq'dg"v'k'gf y kj "qpg"ctgcf { "r gpf kpi 0"K'k'k'ku'ecm'gf "vq"vj g'ergtn'u"cw'gpv'k'p."xlc"vj g'tgs w'kgf "ek'k'le'q'xgt uj g'gv"*11/66+ "w'qp"vj g'h'k'p' "qh'c'p'cev'k'p"vj cv'vj g'ecug'ku'c'eqo r cplqp"vq"c'r gpf kpi "cev'k'p."vj g' ergtn'ij cm'cuuki p'vj g'ecug'vq"vj g'lwfi g'dghgtg'y j qo "vj g'qtki kpcn'eqo r cplqp'cev'k'p'ku'r gpf kpi y kj qw'w'k'k' kpi "vj g'tcpf qo "cuuki po gpv'u { uvgo 0'

*3+ Kij g'o ci kwtcv'lwfi g'ku'vj g'r tgukf kpi "lwfi g'kp"vj g'r gpf kpi "ecug."cmr ctvku'kp"vj g'o qtg t'gegpv' "hkrgf"eqo r cplqp'ecug'o wuv'cnuq'eqpugpv'vq"vj g'o ci kwtcv'lwfi g'0'Kp'vj g'gxgpv cm'r ctvku'kp"vj g'o qtg't'gegpv' "hkrgf"eqo r cplqp'ecug"hc'k'qt"t'gh'wug"vq"eqpugpv."vj g' r tgukf kpi "o ci kwtcv'lwfi g'kp"vj g'o qtg't'gegpv' "hkrgf"eqo r cplqp'ecug'y kn'dg't'gr r'egf d { "c'tcpf qo n' "cuuki pgf "f kwtlev'lwfi g'0

*f+ Gzej cpi g'qh'Ecugu"Dgy ggp"lwfi gu'0"Wprguu"qvj gty kug"qtf gtgf ."ecug"cuuki po gpw'o c { "dg gzej cpi gf "cu'hqmqy u<

*3+ Y j gp'c'lwfi g'j cu'dggp'cuuki pgf "c'ecug'kp'cee'qtf c'peg'y kj "vj gug'tw'gu'c'pf "ku'qh vj g'qr k'k'p"vj cv'j g'qt"uj g'uj q'w'f "pqv'r tgukf g'kp"vj g'ecug."uwej "lwfi g"o c { ".d { o w'w'c'n'eqpugpv'y kj "qpg"qh'vj g'qvj gt'lwfi g'u'qh'vj ku'f kwtlev."v'cpuhgt"vj g'ecug. w'prguu'vj g't'gew'k'p' "lwfi g'f g'vto k'p'gu'vq't'gwtp"vj g'ecug'vq"vj g'Er'gtn'ihq't'cpf qo t'gcuuki po gp'0' "Vj g"lwfi g"vq"y j qo "vj g"ecug"ku"v'cpuhgtt'gf "o c { "ug'nev" c eqo r c'tcdrg'ecug'cuuki pgf "vq'j ko "qt'j g'cpf "v'cpuhgt"vq"vj g'lwfi g'htqo "y j qo vj g'v'cpuhgtt'gf "ecug'y cu't'ge'g'k'g'f 0"K'ij g'r ctvku'j cxg'ctgcf { "eqpugpv'vq"vj g' o ci kwtcv'lwfi g'cu'vj g'r tgukf kpi "lwfi g."vj gp'vj g'v'cpuhgt"qt't'gcuuki po gpv'y kn'dg'vq'cp'qvj gt'o ci kwtcv'lwfi g'0

*4+ Kf'c'o cwtg'f go cpf u'ko o gf kcv'lwf lekcn'f gvgto kpcvqp"*uwej "cu'c"vgo r qtct { t gvtcklpi "qtf gt'qt'c'b qvqp'r gt vclpi "vq'dckn'cpf 'vj g'lwfi g'vq'y j qo 'vj g'ecug ku'cuuki pgf "ku'pqv't gcuqpcdn' "cxckndrg. 'vj gp'vj g'r ctv' "uggnkpi "vj g'cevqp'uj cm eqpcev'vj g" ergtm"y j q"y km'cttcepi g" hqt" cpqvj gt" lwfi g" vq"j gct" vj g"o cwtg0 J cpf rki "qhc'b cwtg'wvf gt'uwej 'ektewo ucpegu'f qgu'bv'eqpukwwg'c'r gto cpgpv tgcuki po gpv'qh'vj g'ecug0

*5+ Hqt'uwej "qvj gt'i qqf "ecwug'cpf 'kp'uwej "qvj gt'o cpggt'cu'vj g'eqwt'vo c{ 'f'kgev0

LR 83.13
SETTLEMENTS - NOTICE

*c+" Y j gpgxgt'c'ecug'ku'ugwng' "qt'qvj gty kug'f kur qugf "qh'qww'qh'Eqwtv."eqwpugn'ht "cm'r ct vku'uj cm ko o gf kcvgn' "hkg'c"pqvleg'qh'ugwngo gpv'cpf 'i kxg'ko o gf kcv'pqvleg'vq'vj g'Erntn0"Eqwpugn'ht cp{ 'r ctv' . "qt'cp'wptgr tguvpgf 'r ctv' . "uj cm'r tqo r vq' "uwo k'cp'ci tggf "qtf gt'qh'f kuo kuon dghqtg'vj g'f cvg'qp'y j kej 'vj g'ecug'ku'ugv'ht "v'kcn'qt'cu'qvj gty kug'f kgev'f "d{ 'vj g'Eqwtv0Kf'vj g r ctvku'hckn'v"eqo r n' "y kj 'vj ku'twng. 'vj g'Eqwt'vo c{ . "kp'ku'f kuetgvqp. "gpvgt'cp"qtf gt f kuo kulpi "vj g'cevqp0

*d+" Eqpugs wpegu'qh'Ncw'P qvleg'kp'E kkn'Ecugu0Wprguu'vj g'Erntn'q'hhleg'ku'pqv'w'gf 'vj cv'c ugwngo gpv'j cu'dggp'tgcej gf "d{ '3-22'r 0'0qp'vj g'rcv'hwnd'wukpguu'f c{ 'r tkqt'vq'vj g'f cvg'vj g v'kcn'ku'uej gf wngf . "cm'equu'kpewt'gf "kp'j cxkpi "lwtqtu'tgr qt'v'ht "ugt'xleg'kp'eqppgevqp'y kj 'vj g ecug'o c{ "dg'cuugu'gf "d{ 'vj g'eqwt'vgs wcm' "dgy ggp'vj g'r ctvku. "qt'ci ckpuv'qpg'qh'vj g'r ctvku kh'k'cr r gctu'vj cv'vj g'r ctv' "y cu'tgur qpukdn'ht "hckwtg'vq' 'i kxg'vj g'tgs wkt gf "pqvleg'vq'vj g Erntn0"Vj g'Erntn'qt'f gr w' "Erntn't gegk'kpi "pqvleg'qh'c'ugwngo gpv'qtc'm' "qt'kp'y tkkpi "uj cm ko o gf kcvgn' "tgeqtf "qp'vj g'f qengv'uj ggv'vj g'tegekr v'qh'pqvleg'qh'ugwngo gpv'cpf 'vj g'f cvg'cpf v'ko g'qh'tegekr v'cpf 'kpkcn'vj g'gpvt { 0"

CRIMINAL

LCrR12.1

MOTIONS IN CRIMINAL CASES

- *c+ Cm'pqp/uwducpvkg'o qvqpu.'kpenmf kpi 'f kueqxtg { "o qvqpu.'uj cm'kpenmf g'c'egt v'khecvg"qh eqwpugn'chkt o kpi 'y cv.'chgt'eqpuwncvqp'dgy ggp'yj g'r ctv'kgu'vq'yj g'eqpvtqxgtu{ . 'yj g' { 'ctg wpcdrng'vq'tgcej "cp"ceeqtf "cu'vq'cm'kuuwgu'qt'yj cv'cm'qvj gt'r ctv'kgu'ctg'kp'ci tgggo gpv'y kj 'yj g' cev'qp'tgs wguv'gf 'd{ 'yj g'o qvqpp0Hckwt g'vq'cwcej 'uwej 'egt v'khecvg'o c { 'dg'f ggo gf 'i qqf i tqwvf u'hqt 'f gp { kpi 'yj g'o qvqpp0Vj g'egt v'khecvg'o wuv'eqpvc'p'yj g'pco gu'qh'r ctv'kcr cv'kpi eqwpugn'cpf 'yj g'f cvg'cpf "o c'p'p'gt'qh'eqpuwncvqp0"Vj g'dwtf gp'y kn'dg'qp'eqwpugn'hkpi 'yj g' o qvqpp'vq'kpkcvg'yj g'eqphgt gpeg0'K'qr r qulpi "eqwpugn'qt'r ctv' { 'tghwugu'vq'eqqr gtcvg'kp'yj g' eqpf wv'qh'c'eqphgt gpeg.'eqwpugn'o wuv'hkg'c'egt v'khecvg'vq'yj cv'gh'gev.'ugv'kpi "qww'eqwpugn' u gh'qt w'vq'eqo r n' { 'y kj 'yj ku't wrg0
- *d+ O qvqpu'vq'uwr r tguu.'hqt'ej cpi g'qh'xgpwg.'vq'ugxgt.'cpf 'vq'f kuo ku'uj cm'kpenmf g o go qtc'pf wo "qh'ryy "cpf 'hcevu0'Vj g'v'kng'qh'yj g'o qvqpp"o wuv'ucvg'yj cv'k'ku'dqyj 'c"o qvqpp"cpf c"o go qtc'pf wo 0
- *e+ K'c'r ctv' { 'qr r qugu'c"o qvqpp.'k'uj cm'hkg'c'tgur qpug'y kj kp'hqwtvggp"*36+'f c { u'chgt'yj g o qvqpp'ku'tgegk'gf . 'y j lej 'uj cm'eqpvc'p"o go qtc'pf wo "qh'ryy "cpf 'hcevu0'Hckwt g'vq'hkg'c' tgur qpug'y kn'eqpu'kwg'c'y c'kxgt'qh'cp { 'qdlgev'kpu'y j lej 'yj g'r ctv' { "o c { 'j' cxg'vq'c"o qvqpp0
- *f+ O go qtc'pf c'kp'uwr r qtv'qh'qt'kp'qr r quk'qp'vq'o qvqpu'uj cm'p'qv'gzeggf 'y gpv' { 'r ci gu'y kj qww r tkqt'eqwv'er r tqxc'rd

LCrR16.1²
DISCOVERY PROCEDURES IN CRIMINAL CASES

F kœqxt { 'r tqegf wtgu'lp'etko kœn'œcugu.'r wtuwcpv'q'Hgf 0T0Etlo 0R038.'y km'dg'cu'hqmjy u<

*c+ Y kj kp'hqwtvggp'³⁶⁺f c { u'chgt'cttcki po gpv.'cp { 'cwqtpg { 'uggnkpi 'f kœqxt { 'uj cm'lo cng'uwej
 c'tgs wguv'lp'y tkkpi 'c'f ftguugf 'v'j g'Wpkgf 'Ucvgu'Cwqtpg { 'cpf 'hrgf 'y kj 'y g'Erntmqh
 Eqwt0"Vj g'tgs wguv'uj cm'ucvg'ur gekhœcm { 'y j cv'kgo u'ctg'dgkpi 'tgs wguvgf 'hqt 'f kœqxt { 0

*d+ Vj g'Wpkgf 'Ucvgu'Cwqtpg { 'uj cm'tgur qpf 'lp'y tkkpi 'v'j g'tgs wguv'hqt 'f kœqxt { 'y kj kp
 hqwtvggp'³⁶⁺f c { u0"Vj g'tgur qpug'uj cm'kœnw'f g'y g'hqmjy kpi <

*3+ K gpv'kœcvkp'qh'y g'f cvg'y g'tgs wguv'hqt 'f kœqxt { 'y cu'tgegxgf 'd { 'y g'Wpkgf 'Ucvgu
 Cwqtpg { 'cpf 'y g'pco g'qh'y g'cwqtpg { 'o cmkpi 'y g'tgs wgu0

*4+ Ur gekhœcvkp'qh'kgo u.'qt'tgcuqpcdn' 'ur gekhœ'œcvgi qt'ku'qh'kgo u.'y cv'ctg'œcxkœdrng
 hqt 'f kœqxt { 0"Eqr kgu'qh'f kœqxtcdng'f qewo gpv'uj cm'dg'gpenugf 'y kj 'y g
 tgur qpug'wrguu'y g'pwo dgt'qh'uwej 'f qewo gpv'etgœv'cp'wptgcuqpcdn' dwtf gp'qt
 gzt gpug.'lp'y j lej 'œcug'y g'f qewo gpv'uj cm'dg'bo cf g'œcxkœdrng'hqt 'lpur gevqp'cpf
 eqr { kpi . 'cv'y g'f ghgp'cpv'u'gzt gpug.'cpf 'y g'tgur qpug'uj cm'kœf kœv'j g'vko g'cpf
 r mœg'qh'y g'f qewo gpv'œcxkœdrng' 0"K'cf f kœq. 'h'f kœqxtcdng'kgo u'ctg'pœv
 œcxkœdrng'lp'y g'Wpkgf 'Ucvgu'Cwqtpg { u'qhœg.'y g'Wpkgf 'Ucvgu'Cwqtpg { 'uj cm
 pœkh { 'cp { 'ci gpv'qt'y kœgu'gu'y j q'j œxg'œqœv'œqh'y g'kgo u'qh'y g'pœgu'œv' 'qh
 o cmkpi 'y g'kgo u'œcxkœdrng'hqt 'lpur gevqp'cpf 'œqr { kpi 0

*5+ C'ucvgo gpv'qh'y g'gzv'v'q'y j lej 'y g'Wpkgf 'Ucvgu'Cwqtpg { 'uggm
 tgekr tqœcn'f kœqxt { 'w'pf gt'Hgf 0T0Etlo 0R038*d+0

*e+ F kœqxt { 'Tgs wguu

*3+ K'j g'Wpkgf 'Ucvgu'Cwqtpg { 'tgs wguu'tgekr tqœcn'f kœqxt { . 'f ghgpug'œqœpœgn'uj cm
 tgur qpf 'lp'y tkkpi . 'chktœ cvœgn' 'qt'pœi cvœgn' . 'v'j g'Wpkgf 'Ucvgu'Cwqtpg { 'cv'œcuv
 ugxgp'f c { u'dghqt'v'œcn0"Vj g'tgur qpug'uj cm'dg'hrgf 'y kj 'y g'Erntmqh'Eqwt0"Vj g
 tgur qpug'uj cm'œqphqto 'v'j g'r tqegf wtg'ugv'hqt'y 'cdqg'lp'³⁸*d+*3+*4+0"K'f ghgpug
 œqœpœgn'ku'wpcdn'v'q'r tqœkf g'c'tgur qpug'y kj kp'y ku'vko g'r g'œkf . 'f ghgpug'œqœpœgn'uj cm
 go œkn'v'j g'GEH'go œk'dqz'qh'y g'r tgulf kpi 'lwf kœcn'qhœg. 'cv'œcuv'ugxgp'f c { u
 dghqt'v'œcn'œ'œx parte'ucvgo gpv'qh'tgœu'œv'y j { 'y ku'ku'pœv'r œu'œng0

*4+ F kœnuwtg'qh'Gzt gtv'Y kœgu'gu'œ'œ'tgur qpug'v'j g'i œxgtpo gpv'u'tgekr tqœcn

²Amended October 25, 2011 by Administrative Order 2011-22

f kueqxt { 'tgs wguu, kh'vj g'f ghgpf cpv'kpwgpf u'vq'ecnd'cp"gzr gtv'y kpguu'cv'v'kcn'vj g
 f ghgpf cpv'uj cml'pqvkh' 'vj g'Wpksgf "Ucvgu'CWqtpg { 'kp'y tklpi "cv'ngcu'vy gpv{/gki j v*4: +
 f c { u'dghqtg'v'kcn'qh'vj g'gz'kugpeg'qh'vj g'gzr gtv'y kpguu'cpf "r tqxkf g'c'eqr { "qh'vj g
 gzr gtv'y kpguu'ut'gr qtv'qt "c'owo o ct { "qh'vj g'gzr gtv'y kpguu'ut'cp'v'ekr cvgf "vguko qp { 0'
 Qpn' 'vj g'y tkwgp'pqv'k'ecv'kqp'uj cml'dg'hk'gf "y kj "vj g'Ergtm'qh'vj g'Eqwt'v'xk'vj g'Eqwt'v'u
 GEH'u { ugo . 'y j k'g'c'eqr { "qh'vj g'gzr gtv'u'kf gpv'k'ecv'kqp'kph'qto cv'kqp'cpf "c'eqr { "qh'vj g
 gzr gtv'u'ut'gr qtv'qt "owo o ct { "qh'vj g'gzr gtv'u'cp'v'ekr cvgf "vguko qp { 'uj cml'dg'f gr'kx'gt'gf "kp
 y tklpi "vq'vj g'Wpksgf "Ucvgu'CWqtpg { 0

*5+ " Kf'vj g'f ghgpf cpv'ku'wpcdr'g'vq'r tqxkf g'c'tgur qpug'y kj kp'vj g'vko g'vko ku'ugv'kp"*e+*4+
 f ghgpf'eqwpugn'uj cml'g/o ckn'vq'vj g'GEH'dqz'qh'vj g'r t'guk'f'pi "lwf'k'ecv'k'q'v'k'eg'f'."cv'ngcu'
 vy gpv{/gki j v*4: +f c { u'dghqtg'v'kcn'cp"ex parte"ucvgo gpv'qh't'gcu'qpu'y j { "vko gn'
 t'gur qpug'j' cxg'p'q'v'dggp'r qu'kdr'g'0

**LCrR32.1
 PROCEDURAL STEPS FOR SENTENCING**

Vj g'hqmqy kpi "r tqegf wt'gu'uj cml'r r n' "vq'cml'ugpv'gpekpi u'wpf gt "vj g'Ugpv'gpekpi "T ghqto "Cev'qh
 3; : 6."cu'co gp'f'gf "4: "WUE0E"; ; 3"et seq0cpf "3: "WUE0E"5773"et seq0

*c+ Vj g'f k'v'k'v'w'f i g'y k'v'uej gf w'g'vj g'j gct'kpi "cu'u'q'p'cu'r t'c'v'k'ecdr'g'dw'p'q'gct'k'gt'vj cp'uk'v'v' /
 h'x'g"*87+f c { u'qt'v'v'gt'vj cp'p'k'p'g'v'f '*; 2+f c { u.'h'qmqy kpi "gpv' { "qh'c'i'v'k'v' { 'r'ngc.'c'r'ngc'qh'p'q'm
 eq'p'v'p'f'gt'g."qt "c'x'gt'f'k'v'q'h'i'v'k'v'f'."w'p'nguu'i'qqf "ecw'ug'gz'k'uu'v'q'uej gf w'g'vj g'ugpv'gpekpi "cv'c'
 f'k'h'gt'gp'v'v'ko g'0

*d+ Vj g'r t'g/ugpv'gpeg'k'p'x'g'v'ki cv'k'qp't'gr qtv.'k'p'v'f'kpi "i'w'k'g'k'p'g'eqo r w'c'v'k'p'u.'uj cml'dg'eqo r ng'v'f'
 d { 'vj g'r t'q'd'c'v'k'p'q'h'k'eg'f'c'p'f'f'k'ue'm'ug'f'v'q'vj g'r ct'v'k'g'u'c'v'ngcu'v'vj k'v'v' /h'x'g"*57+f c { u'r'k'k'q't'v'q'vj g'
 uej gf w'g'f'ugpv'gpekpi "r tq'eg'gf'kpi . 'w'p'nguu'v'j g'o k'p'ko wo "r g't'k'q'f'k'u'y'c'k'x'g'f'd { 'vj g'f'ghgpf'cp'v'
 Vj g't'gr qtv'uj cml'dg'f'ggo gf "vq'j' cxg'd'ggp'f'k'ue'm'ug'f'y j gp'c'eqr { 'ku'r'j { u'k'ec'm'f'g'k'x'gt'gf'qt
 v'j'g'g'f'c { u'c'h'gt'c'eqr { 'ku'o'c'k'g'f'0

*e+ Kf'c'r ct'v'f' t'gcu'q'p'cd'n'f'k'ur w'gu'ugpv'gpekpi "h'ce'v'qtu'qt'h'ce'w'o'cv'g't'k'n'v'q'ugpv'gpekpi ."qt'ugg'm'u'vj g'
 k'p'v'w'k'q'p'q'h'c'f'f'k'k'q'p'c'n'h'ce'v'qtu'qt'h'ce'w'o'cv'g't'k'n'v'q'ugpv'gpekpi . 'kp'vj g'r t'g/ugpv'gpeg
 k'p'x'g'v'ki cv'k'qp't'gr qtv.'k'v'k'u'vj g'q'd'k'i'cv'k'qp'qh'vj g'eqo r r'k'p'k'pi "r ct'v'f'v'q'eqo o w'p'k'ec'v'g'u'we'j
 q'd'l'g'v'k'p'q't'v'g'w'g'u'v'k'p'y tklpi "vq'vj g'r t'q'd'c'v'k'p'q'h'k'eg'f'y kj kp'h'q'w'v'g'g'p"*36+f c { u'c'h'gt'
 t'g'eg'k'k'pi "vj g'r t'g'ugpv'gpeg't'gr qtv'c'p'f'v'q'ugg'm'ic'f'o'k'p'k'v'c'v'k'g't'g'u'q'n'w'k'q'p'q'h'i'we'j "h'ce'v'qtu'qt
 h'ce'v'v'j'q'w'i'j "q'r'r'q'k'pi "eq'w'p'ugn'c'p'f'v'j g'Wpksgf "Ucvgu'Rt'q'd'c'v'k'p'Q'h'k'eg'0"Vj k'u'r t'g/ugpv'gpeg
 eq'p'h'gt'g'peg'ku'o'c'p'f'c'v'q't { "gz'eg'r'v'y j gp'ugpv'gpekpi "h'ce'v'qtu'qt'h'ce'v'c't'g'p'q'v'k'p'f'k'ur w'g'o'
 k'p'h'q'to c'n't'g'u'q'n'w'k'q'p'q'h'f'k'ur w'g'f' "h'ce'v'qtu'qt'h'ce'w'o'cv'g't'k'n'v'q'ugpv'gpekpi "uj q'w'f' "d'g't'g'u'q'r'k'g'f'//v'q'
 v'j g'gz'v'g'p'v'r t'c'v'k'ecdr'g'//v'j'q'w'i'j "k'p'h'q'to c'n'r tq'eg'f'wt'gu.'k'p'v'f'k'pi "v'g'r'j'q'p'g'eq'p'h'gt'g'peg'u'0

*f+ Y kj kp'vy gpv' /q'p'g"*43+f c { u'c'h'gt'f'k'ue'm'ug'f'q'h'vj g'r t'g/ugpv'gpeg'k'p'x'g'v'ki cv'k'qp't'gr qtv'v'q'vj g'
 r ct'v'k'g'u.'eq'w'p'ugn'c'p'f'v'j g'f'ghgpf'cp'v'c'p'f'v'j g'i'q'x'g't'p'o'gp'v'uj cml'h'k'g'c'r'ng'c'f'k'pi "gp'v'k'g'f' "SR'q'uk'k'q'p'
 q'h'R'ct'v'k'g'u'Y kj "T'gur g'ev'v'q'U'g'p'v'g'pekpi "H'ce'v'qtu'0"Vj k'u'r'ng'c'f'k'pi "uj c'm'le'eq'v'k'p'c'y'k'w'g'p'

ucvgo gpv'egt kh(kpi 'y' cv'y g'r ctv' j cu'eqphgttgf 'y kj "qr r qukpi 'eqwpugn'cpf 'y kj 'y g' Wpkwgf Ucvgu'r tqdcvkqp'qhleg'k'p'c'i qqf 'hckj 'ghhtv'v'q't guqrg'cp{ 'f kur wgf 'o cvgtu0"Vj g'r rfcf kpi uj cml'cnuq'kpenmf g'p'v'leg'qh'cp{ 'hcevt'ko r q'v'p'v'v'q'y' g'ugpvpeki 'f' g'vto kpcvkp'y j lej 'ku t'gcuqpcdn' 'k'p'f kur wgf 'k'p'ceeqt'f'cpeg'y kj 'E'8C30'qh'y g' Wpkwgf 'Ucvgu'Ugvpveki Eqo o kuukap'I wkf grkgu'O cpwcn*33 B1; 3'qt' uwdugs wgpv'xgtukpu+0'k'y g'ugpvpeki 'j gctkpi ku'g'zr gev'g'v'q'u'u'v'v'o q't'g'y' cp'y' k'v'f' 'o k'p'w'gu'q't'k'h'y' g'r' ctv'f' 'c'p'v'ek'v'c'v'gu'r' t'g'ug'p'v'kpi 'g'x'k'f' g'peg y' t'q'w' i' j' 'o' q't'g'y' cp'q'p'g'y' k'p'g'u'u.'y' g'r' rfcf kpi 'uj cml'p'q'v'kh' 'y' g'eqwv'qh'y' ku0

*g+ C'v'gcu'v'ugxgp'*9+'f' c' { u'r' t'k'q't' 'v'q' 'y' g' 'u'ej' g'f' w'g'f' 'u'g'p'v'p'ek'pi' 'r' t'q'eg'g'f' k'pi' . 'y' g'r' t'q'dc'v'k'p'p'q'h'h'leg't' u'j' c'm'l't'c'p'u'o' k'v'q' 'y' g' 'u'g'p'v'p'ek'pi' 'l'w'f' i' g' 'y' g'r' t'g' 'u'g'p'v'p'eg' 'k'p'x'g'u'k'i' c'v'k'p'p' 't'g'r' q't'v' . 'k'p'en'f' k'pi' i' w'k'f' g'r'k'p'g'u' 'e'q'o' r' w'c'v'k'p'u.'c'p'f' 'c'p' 'c'f'f' g'p'f' w'o' 'k'p'f' k'ec'v'k'pi' 'c'p' { 'v'p't'g'u'q'rg'f' 'h'ce'w'cn'f' k'ur' w'g'u'q't' q'd'l'g'e'v'k'p'u'd' { 'y' g'r' c't'v'g'u'y' k'j' 't'g'u'r' g'e'v'v'q' 'y' g'r' r' d'ec'v'k'p'p'q'h'y' g'i' w'k'f' g'r'k'p'g'u.'c'p'f' 'y' g'r' t'q'dc'v'k'p'p' q'h'h'leg't' u'q'r' k'p'k'p' 'e'q'p'eg't'p'k'pi' 'c'p' { 'f' k'ur' w'g'f' 'k'u'u'g'u'0' 'w'f' q'p' 't'g'x'k'y' 'q'h'y' g'ug' 'o' c'v'g't'k'cn' . 'y' g' u'g'p'v'p'ek'pi' 'l'w'f' i' g' 'y' k'm'p'q'v'kh' 'y' g'r' c't'v'g'u'k'h'y' g' 'e'q'w't'v'k'p'v'g'p'f' u'v'q' 'e'q'p'u'k'f' g't' 'c' 'u'g'p'v'p'eg' 'q'w'u'k'f' g' 'y' g' c'r' r' d'ec'd'ng' 'i' w'k'f' g'r'k'p'g' 't'c'p'i' g' 'q'p' 'c' 'i' t'q'w'p'f' 'p'q'v'k'f' g'p'v'k'h'g'f' 'c'u' 'c' 'i' t'q'w'p'f' 'h'q't' 'x'c't'k'c'p'eg' 'g'k'y' g't' 'k'p' 'y' g' r' t'g' 'u'g'p'v'p'eg' 't'g'r' q't'v'q't' 'c' 'r' t'g' 'j' g'c't'k'p'i' 'u'w'd'o' k'u'k'q'p'0' 'k'p' 'y' k'u' 'g'x'g'p'v' . 'y' g' 'u'g'p'v'p'ek'pi' 'l'w'f' i' g' 'y' k'n' t'g'ug'v'y' g' 'u'g'p'v'p'ek'pi' 'j' g'c't'k'p'i' 'k'h'p'g'e'g'u'c't' { 0

*h+ C'v'y' g'ugpvpeki 'j gctkpi . 'y' g'ugpvpeki 'lwf i g'uj cml' gct'cti wo gpw'cpf . 'k'p'p'eg'g'u'c't' { 'h'q't' 'c' t'g'u'q'w'k'p'p'q'h'y' g'f' k'ur' w'g'f' 'k'u'u'g'u' . 'j' g'c't' 'g'x'k'f' g'peg'0' 'Vj g'ugpvpeki 'lwf i g'uj cml'y' g'p'c'p'p'q'w'p'eg' v'g'p'v'c'x'g' 'h'k'p'f' k'pi' u'v'p'f' g't' 'E'8C30' *d+'q'h'y' g' 'I' w'k'f' g'r'k'p'g'u' 'O' c'p'w'c'n' *33 B1; 3'qt' uwdugs wgpv' xgtukpu+'c'p'f' 'r' t'q'x'k'f' g'c' 't'g'c'u'q'p'c'd'ng' 'q'r' r' q't'w'p'k'v' { 'h'q't' 'y' g' 'u'w'd'o' k'u'k'q'p'q'h' 'q't'c'n' 'q't' 'y' t'k'w'g'p' q'd'l'g'e'v'k'p'u'd' { 'g'k'j' g't' 'r' c't'v'f' 'r' t'k'q't' 'v'q' 'y' g' 'k'o' r' q'u'k'q'p'q'h' 'u'g'p'v'p'eg'0' 'h'q't' 'i' q'q'f' 'e'c'w'ug' 'u'j' q'y' p' 'y' g' u'g'p'v'p'ek'pi' 'l'w'f' i' g'o' c' { 'e'q'p'v'k'p'w'g' 'y' g' 'u'g'p'v'p'ek'pi' 'j' g'c't'k'p'i' 'h'q't' 'c' 't'g'c'u'q'p'c'd'ng' 'v'k'o' g' 'v'q' 'c'm'q'y' 'c'p' { 'r' c't'v'f' 'c'p' 'q'r' r' q't'w'p'k'v' 'v'q' 'r' t'g'ug'p'v'c'f'f' k'l'q'p'c'n' 'g'x'k'f' g'peg' 'q't' 'q't'c'n' 'q't' 'y' t'k'w'g'p' 'q'd'l'g'e'v'k'p'u' 'v'q' 'y' g' 'e'q'w't'v' 'v'g'p'v'c'x'g' 'h'k'p'f' k'pi' u'0' 'C'h'g't' 'j' g'c't'k'p'i' 'h't'q'o' 'e'q'w'p'ug'n' 'r' c't'v'g'u' . 'c'p'f' 'y' k'p'g'u'g'u' . 'k'h'p'g'e'g'u'c't' { . k'p' 'y' g' 'u'g'p'v'p'ek'pi' 'j' g'c't'k'p'i' 'c'p'f' 'c'p' { 'e'q'p'v'k'p'w'c'v'k'p' 'y' g't'g'q'h' 'y' g' 'l'w'f' i' g' 'u'j' c'm'l'k'o' r' q'u'g' 'u'g'p'v'p'eg'0

*i + Vj g'v'k'o' gu'ugv'hty' k'p'y' ku'twng'o c' { 'dg'o' qf' k'k'g'f' 'd' { 'y' g'eqwv'ht' 'i' q'q'f' 'ec'w'ug' 'u'j' q'y' p' . 'g'z'eg'r' v' y' c'v'y' g' *43+'f' c' { 'r' g't'k'q'f' 'u'g'v'hty' 'y' k'p' 'r' c't'c'i' t'c'r' j' *f' + 'o' c' { 'd'g'f' 'k'o' k'p'k'j' g'f' 'q'p'n' { 'y' k'j' 'y' g' 'e'q'p'ug'p'v' q'h'y' g'f' g'h'g'p'f' c'p'v0

*j + C'p' { 'r' c't'v'f' 'h'k'k'p'i' 'c'p' 'c'r' r' g'c'n'q't' 'e't'q'u'u' / c'r' r' g'c'n'l'k'p' 'c'p' { 'e't'k'o' k'p'c'n' 'e'c'ug' 'k'p' 'y' j' k'j' 'k'v'k'u' 'g'z'r' g'e'v'g'f' 'y' c'v' c'p' 'k'u'u'w'g' 'y' k'm'd'g' 'c'u'g't'g'f' 'r' w't'u'w'c'p'v'v'q'3: 'W'U'U'E'0'E'5964' 'e'q'p'eg't'p'k'pi' 'y' g' 'u'g'p'v'p'eg' 'k'o' r' q'u'g'f' 'd' { 'y' g' 'e'q'w't'v' 'u'j' c'm'l'k'o' o' g'f' k'c'y'n' { 'p'q'v'kh' 'y' g'r' t'q'dc'v'k'p'p'q'h'h'leg't' 'y' j' q' 'u'j' c'm'l'y' g'p' 'h'k'g' 'y' k'j' 'y' g' 'e'ng't'n'l'q't' k'p'en'w'uk'p' 'k'p' 'y' g' 't'g'e'q't'f' 'in camera' *w'p'f' g't' 'u'g'c'n'+'c' 'e'q'r' { 'q'h'y' g'r' t'g' 'u'g'p'v'p'eg' 'k'p'x'g'u'k'i' c'v'k'p' 't'g'r' q't'v0

*k- Vj g'r' t'q'dc'v'k'p'p'q'h'h'leg' 'y' k'm'f' g'r'k'g't' 'v'q' 'g'cej' 'r'ey' { g't'q't' 'p'ro se' 'r' c't'v'f' 'c' 'e'q'r' { 'q'h'y' k'u't'w'ng' 'q'p' 'q't' d'g'h'q't'g'f' k'u'e'm'u'w't'g' 'q'h'y' g'r' t'g' 'u'g'p'v'p'eg' 'k'p'x'g'u'k'i' c'v'k'p'p' 't'g'r' q't'v0

APPENDIX A

Gngevtqpke "Ecug" Hkpi "*GEH"+
Rqnkekgu" ('Rtqegf wtgu



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF TENNESSEE

ELECTRONIC CASE FILING POLICIES AND PROCEDURES MANUAL

INTRODUCTION

The District Judges of the United States District Court for Western District of Tennessee formally adopted the Electronic Case Filing (“ECF”) portion of the United States Courts’ CM/ECF electronic case management and filing system at a District Court meeting held on November 17, 2005. Mandatory electronic case filing thereby became effective for all court filings in all cases as of January 1, 2006. The scope of cases affected includes both civil and criminal cases active as of January 1, 2006 as well as those filed thereafter.

Implementation of electronic case filing has required the adoption of three Local Rules (L.R. Nos. 5.1, 5.2, and 11.1), an enabling Administrative Order (A.O. 2005-27) and an Administrative Order governing mandated redactions of personal information under the E-Government Act of 2002 (A.O. 2005-28), each of which became effective on January 1, 2006. These materials, along with others not mentioned, but bearing on the implementation of electronic filing, can be found at the District Court’s Web site located at: www.tnwd.uscourts.gov.

Additionally, the Clerk of Court was instructed by the District Judges to prepare an “Electronic Case Filing Policies and Procedures Manual” (this document, also referred to as “the ECF Manual”) setting forth an administrative outline governing the operation of electronic case filing. Moreover, to further assist attorneys engaged in private practice as well as those working for government agencies, the Clerk of Court has held training classes on-site at the Federal Buildings in both Jackson and Memphis, Tennessee and off-site at various law firms requesting in-house training. On-site training in both Jackson and Memphis continues and will be available into the future to accommodate the needs of future attorneys and other users. An “Electronic Case Filing Attorney User Manual” (“ECF User Manual”), which provides detailed step-by-step instructions for using the ECF portion of CM/ECF has been published and distributed to all training classes and is also available on the District Court’s Web site. The Clerk of Court has designed a Power Point® presentation and a Web-based, on-line, real-time, hands-on training course available to all users of ECF, where attorneys can practice ECF processes within a training environment using real case data residing in a dummy-database.

The District Court and the Clerk of Court express their appreciation to members of their staff for so diligently pursuing the introduction of electronic filing in the Western District and accomplishing in only a few months a technology project that usually requires a year or more to implement. A number of other U.S. District Courts, including the U.S. District Court for South Carolina and the District Courts for both Middle Tennessee and Northern Mississippi, among others that we contacted and worked with, directly and indirectly contributed their accumulated knowledge and experience with electronic filing and thereby helped direct our activities. Finally, special appreciation goes to the Administrative Office of the U.S. Courts for providing to this District Court a number of highly qualified technical and operational experts who devoted themselves to this project on-site in Memphis and otherwise and thereby greatly accelerated our task.

Comments, questions, criticisms and suggestions regarding the District Court's policies and procedures as well as other aspects of this new electronic filing system should be directed to our Web site's ECF Coordinator, and materials can always be sent directly to the Clerk of Court: Thomas M. Gould, Clerk of Court, Federal Building, Suite 242, 167 North Main Street, Memphis, Tennessee 38103.

Thomas M. Gould, Clerk of Court
United States District Court
Western District of Tennessee

June 29, 2012

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1. Definitions

- 1.1 **ECF User Manual** means the Western District of Tennessee's ECF Attorney User Manual. All E-Filers are required to periodically check the court's Web site for updates to the ECF User Manual. See www.tnwd.uscourts.gov.
- 1.2 **Electronic Case Filing (ECF) System** refers to the Western District of Tennessee's automated system for receiving and storing documents filed in electronic form. This program is part of the Case Management/Electronic Case Files (CM/ECF) software developed by the Administrative Office of the United States Courts.
- 1.3 **E-Filer** is an attorney who has a court-issued login and password allowing electronic filing of documents on the ECF System. Only attorneys admitted in this district or counsel in multi-district litigation transferred to this district may be E-Filers.
- 1.4 **Local Rules** means the Local Civil Rules and Local Criminal Rules for the Western District of Tennessee.
- 1.5 **Notice of Electronic Filing (NEF)** is a notice automatically generated by the ECF System at the time a docket entry, with or without a hyperlinked document, is created in the system. This notice sets forth the time of filing, text of the docket entry, and name of the party and/or attorney(s) required to receive the notice. If a PDF document is attached to the docket entry, the NEF will also identify the person filing the document, the type of document, and a hyperlink to the filed document. The hyperlink will allow recipients one opportunity to view and download the document without cost. See *infra* §§ 2.4 (Consent to Electronic Service), 5 (Notice of Court Orders, Judgments, and Hearings), and 11.2.1 (Service on E-Filer and *Pro Hac Vice* Participants).
- 1.6 **PACER (Public Access to Court Electronic Records)** is an automated system that allows an individual to view, print, and download court docket information over the internet. See *infra* § 3.4 (Web site address for PACER).
- 1.7 **PDF** refers to a Portable Document Format file. To be filed electronically, a document must be converted to a portable document format. Converted documents must contain the ".pdf" file extension.
- 1.8 ***Pro Hac Vice* Participant** is an attorney admitted *pro hac vice* and who is registered to receive Notice of Electronic Filings in the specific cases for which they are admitted.

- 1.9 Proposed Order** is a draft document submitted for a District Judge's or Magistrate Judge's signature. *See infra* 4.3 (Proposed Orders).
- 1.10 Technical Failure** is defined as a malfunction of court-owned or court-leased hardware, software, or telecommunications facilities which results in the inability of an E-Filer to submit a court filing electronically. **Technical Failure does not include malfunctioning of an E-Filer's equipment, hardware, or software.** *See infra* §§ 11.2.1(c) (Failed Transmission of NEF) and 12 (Transmission and Technical Failures).
- 1.11 Traditional Filing Method** means filing original documents bearing the electronic signature(s) of the attorney(s) (s/name) or the ink signature of a *pro se* party.
- 1.12 Traditional Service** means service of a paper copy of a document using the forms of service authorized under the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

2. Scope of Electronic Filing

2.1 Cases Subject to Electronic Filing

All civil, criminal, and miscellaneous cases shall be managed using the ECF System. E-Filers shall file all documents electronically on the ECF System, except as expressly provided herein or by order of court. The requirement to file all court documents electronically applies to all cases that have been opened prior to January 1, 2006 and to all cases that are filed after that date. The only exception will be cases in which E-Filers have obtained leave of court to file in a different manner.

2.2 Submission of Scanned Documents and Documents on Disk or CD-ROM

In the event that an E-Filer files a court document by filing a scanned version of that document, which document must be presented to the court in PDF format, including documents filed as attachments to electronic documents filed through the ECF System as well as documents filed directly through computer equipment available in the Clerk's Office, the E-Filer certifies the legibility and reproducibility of that document. E-filers submitting documents on disk or CD-ROM shall ensure that the media utilized is virus-free. Submission of documents on disk or CD-ROM is not the preferred method of filing and will be utilized only with court approval.

2.3 Initiation of Actions

The filing of initial papers shall be accomplished electronically under procedures outlined in the ECF User Manual and the Electronic New Civil Case Opening Handbook, available on the court's website (www.tnwd.uscourts.gov).

2.4 Consent to Electronic Service

Registration as an E-Filer or *Pro Hac Vice* Participant in the Western District of Tennessee constitutes consent to electronic service of all documents, except for service of a summons and complaint under Fed. R. Civ. P. 4. Registration as an E-Filer or *Pro Hac Vice* Participant also constitutes consent to the alternative methods of service provided in the event of a Failure of the Notice of Electronic Filing or in the event of a Technical Failure. A document filed electronically through the ECF System is deemed to have been served on all E-Filers and *Pro Hac Vice* Participants who ought to be served or noticed in the pertinent case upon transmission of the NEF indicating that the document was sent electronically. The effective date and time for such electronic filing and service shall be that which is electronically stamped on the NEF.

2.4.A. Consent to Electronic Service of Documents not Filed through ECF

Attorneys practicing in this district who are also ECF registrants may, but are not required to, utilize electronic service of documents when sending case-related materials not otherwise filed through the Clerk's Office to opposing counsel. An example of material exchanged between attorneys but not directly filed through the ECF system would be discovery documents and data. If an attorney elects to use electronic service of such materials it must be effectuated by email attachment sent to opposing counsel's email address. Any attorney registered as a user of the ECF system is hereby mandated to accept such electronic service of case-related documents in lieu of the delivery of physical copies. Non-ECF attorneys, as well as, self-represented litigants, must be served physical copies of such case-related materials in the traditional manner.

2.5 Removed Cases

In a case removed from state court to federal court, the E-Filer is required to file electronic copies of all documents previously filed in the state court together with the electronically filed Notice of Removal. Since many, if not all, of the documents previously filed in the state court action may not be available electronically, it is

permissible to file them in a scanned version so long as they are scanned to a PDF format.

2.6 Scope

Nothing in this ECF Manual supersedes the Federal Rules of Civil Procedure (Fed. R. Civ. P.), the Federal Rules of Criminal Procedure (Fed. R. Crim. P.), this District's Local Rules, as modified for the implementation of ECF (*See* Local Rules 5.1, 5.2, and 11.1) or any order of this court.

E-Filers are urged to read the Policy and Procedures Manual in conjunction with the ECF Attorney User Manual and Electronic New Case Opening Manual, as the latter provides the step-by-step procedures for executing the procedures described in this Manual.

3. ECF Participation, Registration, and the Use of Passwords

3.1 Participation

Unless excused as set forth below, all attorneys who are members of and practicing in the Western District of Tennessee shall register as E-Filers. All attorneys appearing in Western District cases as *Pro Hac Vice* Participants must register as E-Filers concurrent with obtaining leave to appear *Pro Hac Vice* prior to filing any documents in this District.

ADMISSION METHODS:

Go to the court's website: www.tnwd.uscourts.gov

Choose Forms & Applications - Notice of Intent to File Attorney Admission OR Motion for Pro Hac Vice and follow instructions on the form. You will receive, via email, an ECF login and password.

1. Full Bar Admission - If you are filing for full admission, download the Application for Attorney Admissions without Personal Appearance, and e-file completed form into case YEAR-zz-9999 (e.g., in 2012 file in 12-zz-9999). You will be prompted to pay the admission fee through the Pay.gov system. If you choose the form Application for Admission to the Bar, complete the form, then contact the Office of the Clerk to arrange for an in person open court admission date. The current admission fee is \$176.00.

2. *Pro Hac Vice* Applicants - download Motion for Leave to Appear Pro Hac Vice, and e-file completed form into the appropriate case, along with a Certificate of Good Standing of the highest court in which admitted, and email a proposed order to the presiding judge's ECF mailbox. The proposed Order must be in word processing format and all other forms in a PDF format. The filing fee of \$100.00 will be paid during the filing process via Pay.gov. If the motion is denied, the applicant will either reapply or do whatever the court's order directs.

Please note that an attorney's failure to register as an E-Filer, unless otherwise excused from doing so, will preclude that attorney from receiving NEFs in any case. Further, even if an attorney is excused from ECF registration, that attorney, if appearing in a case, will be required to effectuate service of court papers in the traditional methods and will be barred from utilizing free and immediate electronic service through the Clerk's Office. Once that ECF registration is complete, an E-Filer may not withdraw from participation in the ECF System, except by order of the court.

3.2 Attorneys Excused from Participation

Attorneys shall be excused from participation in the ECF System only upon order of court pursuant to motion demonstrating a showing of good cause as to why the attorney should not be required to participate. Among other relevant factors, such showing shall require attorneys to establish that ECF participation would impose a substantial and undue hardship. Requests to be excused shall be submitted to the Clerk of Court and shall be accompanied by affidavits establishing the basis of the claim of hardship, and the authority to grant such requests is vested in the Chief Judge of this District. As noted above, attorneys excused from participation shall file and be served using the traditional filing methods.

3.3 Pro Se Participation

A party who is not represented by an attorney shall file papers in the traditional filing method either by personal delivery to the clerk's office or via mail. An attorney member of the Western District Court Bar who represents himself or herself *Pro Se* is NOT exempt from the electronic filing of documents, unless he or she has been otherwise excused by order of court from the electronic filing of documents due to substantial and undue hardship.

3.4 Registration

To register as a E-Filer, an attorney must: (1) establish a PACER account (*Information on registering to use PACER can be found at <http://pacer.psc.uscourts.gov>*); (2) complete and submit the ECF Registration Form available on the District Court's Web site and return it via fax transmission or e-mail to the Clerk's Office (*Registration Forms may also be delivered by mail, addressed to: ECF Registration Coordinator, U.S. District Court, Federal Building, 167 N. Main Street, Suite 242, Memphis, TN 38103 OR ECF Registration Coordinator, U.S. District Court, 111 S. Highland Avenue, Room 262, Jackson, TN 38301*); and (3) have one or more valid, current Internet e-mail addresses to which NEFs can be sent. Please consult the ECF User Manual for more details.

It is the responsibility of all E-Filers (full bar and pro hac vice members) to notify the Clerk's Office about a change of name, address, phone, or facsimile phone in a timely manner. The notice must be in writing and may be submitted either by mail, facsimile, or e-mail to intaketnwd@tnwd.uscourts.gov.

It is also the responsibility of all E-Filers (full bar and pro hac vice members) to keep their e-mail addresses current in the ECF System. To make updates, on the ECF blue menu line go to UTILITIES - Your Account. Under Your Account, choose the option needing update and follow screen commands.

3.5 Passwords

Once the ECF Registration Form has been processed, the E-Filer will receive notification of the E-Filer-s initial login and password. As further explained in the ECF User Manual, upon receipt of his or her initial password, an E-Filer should select a new password known only to that attorney. An E-Filer shall protect the security of the E-Filer-s password since the ability to access an attorney's ECF account to effectuate an electronic filing is equivalent to providing that attorney's personal signature under Rule 11.

4. Court's Electronic Signature and Entry of Court Orders and Related Papers

4.1 Filing and Entry of Orders

All orders, decrees and judgments of the court will be electronically entered into the case docket by the court or court personnel, and shall constitute an entry on the docket for any and all rules and purposes under the Federal Rules of Civil and Criminal Procedure. These orders, decrees and judgments may include electronically signed documents separate from their related docket entry text, and the filing of such orders, decrees, and judgments shall generate an NEF at the time of docketing.

The court may also issue routine orders by a text-only docket entry for which an NEF will also be generated. In such routine orders, also referred to as “minute orders,” no separate *PDF* document will be issued, and the text-only entry shall constitute the court's only order on the matter. Such text-only docket orders are official and binding even without the production of any sort of separate signed, written, or electronic document.

4.2 Signing of Electronic Orders

All court orders, including docket text-only minute-orders, decrees and judgments shall be filed electronically by the court or court personnel. Electronically-filed court orders and judgments shall have the same force and effect as if the judge had affixed a signature to a paper copy of the document and the document had been entered on the docket in the traditional manner. The judge's signature on an electronic order shall appear as “s/ followed by the judge's name” (e.g., “s/Judge James J. Jones”) typed on the signature line.

As further explained below (*Section 10 of this manual*), electronic signatures of non-judicial E-Filers shall utilize the same format (e.g., “s/Martin R. Smith”) in lieu of an ink-based signature.

4.3 Proposed Orders

There are special procedures for submitting proposed orders or other proposed documents, and they are more fully explained in the ECF User Manual. Generally, however, if an E-Filer files a motion that includes a proposed order or other proposed document, the motion itself must be filed through ECF and the proposed order or other document must be separately sent via e-mail to the presiding judge's ECF mailbox.

The proposed order or other proposed document must be in a word processing format and NOT pdf. When proposed orders are submitted to the presiding judge's ECF mailbox, it should be noted in the filing of the motion in ECF. Please add, *proposed order submitted* at the screen that reads **Docket Text: Modify as Appropriate**, and

e-mail a word-processing version of the proposed order to the appropriate judge assigned to the case. E-mail addresses are listed on our web site, www.tnwd.uscourts.gov.

Note:

The procedure for submitting proposed orders and documents to the presiding judge's mailbox pertains only to the proposed document and NOT to the various attachments that often accompany a motion. Documents associated with a motion should be electronically filed through ECF with the motion itself, as attachments to that motion. Do not send those attachments to the e-mail address being used for proposed orders. E-Filers are also strongly urged to adopt a precise naming convention to clearly delineate the nature of every attachment associated with a filed motion; that is, do not refer to those attachments merely as "Attachment 1," "Attachment 2," and the like because it will likely be more difficult for the court to find and evaluate those attachments. Refer to the User Manual, Adding Attachments.

5. Notice of Court Orders, Judgments, and Hearings

- 5.1** Immediately upon entering an order or judgment onto the docket in an action, the Clerk of Court shall electronically transmit a "Notice of Electronic Filing" ("NEF") to E-Filers and *Pro Hac Vice* Participants in the case. Electronic transmission of the NEF constitutes the notice required by the applicable provisions of the Federal Rules of Civil and Criminal Procedure. Electronic notices of hearings will also be sent by the Clerk of Court through ECF to E-Filers and *Pro Hac Vice* Participants.
- 5.2** The Clerk of Court must give notice of court orders, judgments, and court hearings in paper form to *pro se* parties and to attorneys who have been excused by order of court from ECF participation to the extent notice is required.

6. Consequences of Electronic Filing

6.1 Filing and Entry

Electronic transmission of a document to the ECF System, together with the automated transmission of the Notice of Electronic Filing (NEF), in accordance with the Local Rules and Administrative Orders authorizing electronic case filing and the promulgation of these electronic filing policies and procedures (*this manual*) and the provisions of the ECF User Manual, constitutes filing of the document for all purposes under the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and this District Court's Local Rules, and effects entry of the document

onto the docket maintained by the Clerk of Court under applicable Federal Rules of Civil and Criminal Procedure.

6.2 Official Record

When a document is filed electronically, the electronic copy of that document constitutes the official record in that case, and the electronically filed document is binding as the official record. Later modifications of a previously-filed document or docket entry are allowed only by the court or the Clerk's Office. An electronically submitted document is deemed filed on the date and at the time stated on the system-generated NEF.

6.3 Timeliness

Timeliness of electronic filing is based on local time in the Western District of Tennessee (Central Standard Time). An electronic filing must be completed with a court-generated NEF before midnight in the Central Time zone to be considered timely filed on that calendar day. The time for a response after service by electronic means is governed by Fed. R. Civ. P. 6(d), allowing an additional three (3) days after electronic service and Fed. R. Crim. P. 45(c), allowing the same three-day addition. Nothing in these policies and procedures should be construed to change or extend any deadlines set by statutes of limitations prescribed by law, Federal Rules of Procedure, Local Rules of this District Court, or orders of any judge in the District.

Note:

The exact date and time of an electronic filing is the exact date and time stated on the system-issued NEF. Neither the time of commencement nor the time of completion of an electronic filing has any bearing on the timeliness of that filing. The date and time electronically affixed to the filing and as shown in the electronic NEF is solely determinative of timeliness.

7. Attachments and Exhibits

7.1 Electronic Submission Required

All documents referenced as exhibits or attachments to an electronically filed document shall be submitted in electronic form, as electronic attachments to the main document, subject to requirements and limitations described in the ECF User Manual under Adding Attachments (e.g., the limitation of 10 MB in file size for each attachment) or as otherwise ordered by the court on a case-by-case, event-by-event basis.

7.2 Excerpts

An E-Filer shall submit as exhibits or attachments only those excerpts of referenced documents that are directly pertinent to the matter under consideration by the court together with the cover sheet or other excerpts necessary to identify the source of the information (e.g., deposition cover page). Excerpted materials must be clearly and prominently identified as such. E-Filers who file excerpts of documents as exhibits or attachments under this provision do so without prejudice to their right to file additional excerpts or the complete document. Responding parties or attorneys may file the complete document or additional excerpts that they believe are directly pertinent to the matter under consideration. The filing of transcripts and affidavits is set forth in Sections 7.5 and 7.6 below.

7.3 Filing of Original Depositions

E-Filers shall not be required to file the original deposition from which excerpts were drawn absent a court order to the contrary. If, however, an entire transcription of a deposition is filed electronically, the E-Filer requesting same shall remain responsible to see that (1) the Court Reporter submitting that transcription has received instructions from the attorney regarding information that must be redacted and (2) the requested redaction has been completed in compliance with the E-Government Act of 2002.

7.4 Bookmarks and Hyperlinks

Electronically-filed documents may contain bookmarks to locations within the same document. Hyperlinks to other documents or external sites are NOT permitted at this time due to the risk of broken links and the possibility of introducing a virus or malicious code from another website. It is anticipated that hyperlinks to external sites for retrieving case opinions and other legal research materials will become available in the near future.

7.5 Filing of Transcripts

See Administrative Order 2008-35.

Transcripts must be submitted (but are not file-stamped) by Court Reporters electronically in PDF format. These transcripts will not be in redacted form. The transcript will not be accessible electronically via PACER for 90 days from the date of filing. The transcript will be available for inspection only, free of charge, at the office of the Clerk of Court via the public terminals. Copying of said transcripts will not be permitted during the 90 day period. During this period, a copy of the transcript may be obtained from the court reporter or transcriber at the rate established by the Judicial Conference of the United States. Upon the Court Reporter filing the transcript, CM/ECF will generate and serve all parties associated with a particular case a Notice of Filing of the Office Transcript which will advise parties that they have seven (7) calendar days from the filing date of the transcript to file a Notice of Intent to Request Redaction of a Transcript and twenty-one (21) calendar days from the filing date of the transcript to file the actual Request for Redaction.

Parties wishing to redact a transcript must inform the Court, by filing a Notice with the Clerk via CM/ECF, of the party's intent to redact personal identifiers, as required by Federal Rules of Criminal Procedure 49.1 and Federal Rule of Civil Procedure 5.2, from the electronic transcript of the court proceeding. Within twenty-one (21) calendar days of the filing of the transcripts a Request for redaction shall be filed via the CM/ECF system and served on the Court Reporter. The request for redaction shall indicate by page and line number the location of the personal data identifiers for which redaction is being requested. Personal data identifiers include: individual's social security and taxpayer identification numbers, financial account numbers, names of minor children, dates of birth, and in criminal cases, home addresses. Requests for Redaction should be worded so that they do not include personal data identifiers since they will be viewable on the public docket of the case record. Parties seeking to redact personal identifiers other than those listed above shall file a motion in accordance with this court's local rules. A copy of the motion shall be served on the Court Reporter by the party seeking the redactions.

Redaction responsibilities are solely the responsibility of the attorneys or pro se litigants who attended the hearing to which the transcription applies. Each party is responsible for reviewing and requesting redaction of testimony of witnesses that were called for the party and for that party's own statements. The Court has not responsibility and is not staffed to verify that redactions are complete, so the E-Filer should submit specific instructions to the Court Reporter preparing such transcripts in order to ensure compliance with the E-Government Act of 2002 and to protect against the disclosure of other sensitive personal, financial, and trade-secret

information.

When the Notice of Intent to Request Redaction has been filed and subsequently a Request to Redact is filed within the requisite twenty-one (21) calendar days deadline, the Court Reporter shall redact the personal data identifiers as detailed in the Request for Redaction to include compliance with the E-Government Act of 2002.

The Court Reporter shall then electronically file a redacted transcript with an amended certification indicating that the transcript was amended by the redaction of certain personal identifiers at the request of the parties. Parties who have made financial arrangements with the Court Reporter will be given remote access to the redacted transcript.

After the 90-day restriction period has expired, the filed transcript, or in the event of redaction requests, the redacted transcript will be available for inspections and copying at the Clerk's office and for downloading from CM/ECF system via PACER. If and when the redaction requests are made, the un-redacted version of the transcript will NOT be accessible remotely, but will be available for inspection and copying in the Clerk's office. The requisite copy fees and PACER access fee will apply.

NOTE:

If the required redaction of a transcript renders that transcript unusable because of the loss of specific information, the transcript should be filed by the E-Filer in both un-redacted and redacted format. The redacted format will be used for public access through ECF and the un-redacted format ought to be filed under seal so as to preclude public display. Details concerning redaction are set forth in Section 13 of this manual, in Administrative Order 2005-28, the ECF User Manual, and in various teach material available on the District Court's Web site.

7.5.1 Social Security Appeal Case Transcripts

- (a) Submitted pursuant to Administrative Order 2006-05.

7.6 Filing of Affidavits

Affidavits must be electronically filed via the ECF filing system. The affidavit may be a scanned PDF copy which should include a digitized signature of the affiant or if redacted, the document must reflect "signature redacted". The filer must also attest that the original ink-signature affidavit is in the filer's possession. It is the policy

of this District Court that original, ink-signed affidavits should be maintained by the filer for at least five (5) years after the pertinent case has concluded and should be readily available if needed for evidentiary purposes.

8. Sealed Documents (*See* also Appendix A.)

8.1 Filing of Motions and Other Documents

It is the policy of this District Court, consistent with its past practice regarding paper filings, that whenever an E-Filer desires to electronically file a document under seal, the E-Filer may do so, and ECF has been designed to allow the filer to make that option available whenever desired. The court will subsequently decide precisely how long a sealed filing will remain under seal, but initially any document can be filed under seal. Please consult the ECF User Manual for the mechanics of effectuating a sealed filing.

Further, a document subject to an existing sealing order or sealing statute shall be filed electronically under seal pursuant to those procedures set forth in the ECF User Manual.

NOTE:

Any document filed under SEAL will not be accessible via PACER or the Court's public terminals. The Court's electronic filing system will notify parties that a Sealed Motion or Other Sealed Document has been filed via Notice of Electronic Filing; however, the document will not be accessible. The submitting filer is responsible for service of the Sealed Motion or Sealed Document on all opposing counsel or parties. The submitting filing should also ensure that the Certificate of Service reflects appropriate service for Sealed Motions or Sealed Documents.

8.2 *In Camera* Submissions

In Camera submissions shall be presented to the court by direct e-mail to the presiding Judge's ECF E-mail Account with notice or a copy to opposing counsel or parties. (*See* Web site for e-mail addresses).

8.3 *Ex Parte* Submissions

Ex Parte Submissions should be submitted along with all associated documents directly to the presiding Judge in the pertinent case via e-mail to that Judge's ECF e-mail box. Proposed Orders for *Ex Parte* Submissions shall be submitted in a word processing format only. (*See* Web site for e-mail addresses).

9. Document Retention Requirements

A document that is electronically filed and requires an original signature other than that of the E-Filer, such as an affidavit, must be maintained in paper form by the E-Filer and/or the firm representing the party on whose behalf the document was filed. The document must be retained for no less than five (5) years after the time for all appeals has expired or the judgment otherwise becomes final. On request of the court, the E-Filer or law firm must provide the original document.

Such papers in criminal cases filed on behalf of the government shall be retained by the Office of the United States Attorney or the United States Department of Justice. On request of the court, the Office of the United States Attorney must provide the original document for review.

10. Electronic Signatures of E-Filers

10.1 Effectiveness of Electronic Signature

The E-Filer's User ID, password, and electronic signature, i.e., "s/ typed E-Filer's name," serve as the E-Filer's signature on all electronically-filed documents and for all purposes under Fed. R. Civ. P. 11, all other Federal Rules of Civil and Criminal Procedure, the Local Rules of this District Court, and any and all other purposes for which a signature is required in connection with proceedings before the court. Documents submitted under an E-Filer's login and password must include an "s/ typed E-Filer's name" in the space where the E-Filer's ink-signature would otherwise appear, and the failure to provide that electronic signature will render the filing deficient.

Note:

In many law firms and governmental agencies an attorney might prepare and sign paper-based documents for another attorney with who he or she is associated. In terms of creating an effective electronic filing make sure that the login (being the User ID and password) account is the exact same account of the individual who is electronically signing the document being filed through ECF. A mismatch between the login account and the electronic signature ("s/name") will be grounds for rejecting that filing.

10.2 Identifying Information Required

An electronically-filed document must include a signature block and must set forth the name, address, telephone, and e-mail address of the filing attorney along with the BPR Registration Number. This signature block should look something like the following:

s/ John Allen Smith
John Allen Smith, BPR#11222
Smith & Smith
100 North Main Street, Suite 1000
Memphis, TN 38103
(901) 123-4567
JASmith@SmithandSmith.com

10.3 Misuse of E-Filer Login and Passwords

An E-Filer is solely responsible for and shall protect the security of the E-Filer's password-protected account. No E-Filer may knowingly or willfully permit or cause an E-Filer's login and password to be used by anyone other than an authorized agent of the E-Filer. An E-Filer shall immediately notify the Clerk of Court if the E-Filer learns or suspects that his or her login or password has been used without authorization. An E-Filer may change his or her password without contacting the court, using the procedures set forth in the ECF User Manual. An E-Filer is responsible for overseeing non-attorney employees with respect to electronic filing executed on the attorney's behalf.

10.4 Multiple Signatures

A document requiring the signatures of more than one person shall be filed electronically by a single E-Filer, unless otherwise ordered by the court or authorized in the ECF User Manual.

The E-Filer who files the document does NOT need to obtain original signatures of consenting signatories on a separate, paper copy of the document to be filed, though there is no objection to the E-Filer doing so. The E-Filer submitting the consent document should file the document electronically, clearly representing the consent of the other signatories by an "s/ name of other consenting parties" typed in the space where a signature would appear. It is strongly suggested that when multiple

signatures are submitted in the above manner, the E-Filer should specifically state the date and nature of such consents. For example, the consenting signature might appear as:

“s/John Allen Smith (per telephone consent dated 12/22/10 at 3:00 PM)” or
“s/John Allen Smith (per email consent dated 12/22/10).”

A non-filing signatory or party who disputes the authenticity of an electronically-filed document containing multiple signatures or the representation as to consent of a named signatory must file an objection to the document within ten (10) days of receiving the NEF applicable to that filing, unless additional time for disputing such signatures is provided by court order. Since there is no requirement that an E-Filer obtain ink-signatures when filing consent documents containing multiple signatures, there is no retention period applicable to any hard copies of such document(s).

10.5 Signatures of Persons Other Than E-Filers

As previously discussed in Section 7 of this manual, documents containing the signature of persons other than E-Filers, e.g., third-party affidavits, are to be filed electronically as a scanned image. Original copies of scanned ink-signature documents must be retained in compliance with the court's retention requirements, which is no less than five (5) years after the time for all appeals has expired or the judgment otherwise becomes final.

11. Service

11.1 Service of Process (Summons)

Service of process must be made in accordance with Fed. R. Civ. P. 4, which does not allow for electronic service of process or, generally, obtaining personal jurisdiction through electronic means. *See* Fed. R. Civ. P. 4.

11.2 Service of Other Papers

11.2.1 Service on E-Filer and *Pro Hac Vice* Participants

(a) Automatic Service

Upon the electronic filing of a pleading or other document, the court's ECF System will automatically generate and send a Notice of Electronic Filing (NEF) to all E-Filers and to all *Pro Hac Vice* Participants associated with that case. Transmission of the NEF constitutes service of the electronically filed document on E-Filers and *Pro Hac Vice* participants. Service of the NEF on *Pro Hac Vice* Participants is provided. See 11.2.2 re: Service on Persons other than E-filers.

(b) Content of Notice of Electronic Filing

The NEF will include, among other information, the time of filing, text of the docket entry, and name of the party and/or attorney(s) required to receive the notice. If a PDF document is attached to the docket entry, the NEF will also identify the person filing the document, the type of document, and a hyperlink to the filed document. The hyperlink will allow anyone receiving the notice by e-mail one opportunity to retrieve and download the document without cost. Notwithstanding the above description of an NEF, the precise content of an NEF shall be that information automatically generated by the ECF system. Consult the various training materials located at the District Court's Web site for illustrations of a typical NEF.

(c) Failed Transmission of NEF

If the E-Filer becomes aware that the NEF was not transmitted successfully to other E-Filers or *Pro Hac Vice* Participants, or that the notice is deficient, e.g., the hyperlink to the document on the docket is defective, the E-Filer shall, upon learning of the deficiency, serve the electronically-filed document by traditional means, such as e-mail, hand delivery, facsimile, or first-class mail. Proof of such service shall be filed with the court electronically within one (1) business day after service. An E-Filer who becomes aware of a

defective NEF should also immediately contact the Clerk's Office through the ECF Help Desk and notify them of such defect.

11.2.2 Service on Persons Other Than E-Filers

Pro Se parties and attorneys who are members of this District Court's bar but are not E-Filers, e.g., attorneys who have been excused from ECF participation by order of court, shall be served with electronically-filed documents through traditional means of service. Service of the electronically filed documents must be accompanied by a copy of the NEF.

11.2.3 Time to Respond Under Electronic Service

In accordance with Fed. R. Civ. P. 6(e) and Fed. R. Crim. P. 45(c), service by electronic means, even though immediate in nature, is treated the same as service by mail, so three (3) days are added to the prescribed period to respond.

11.3 Certificates of Service are Still Mandatory Despite the Issuance of NEFs

Notwithstanding the fact that the ECF System generates an immediate Notice of Electronic Filing or NEF to every E-Filer in a case where an electronic filing has been made, E-Filers still must provide a Certificate of Service on every document filed in a case if any party or attorney has been served, electronically or otherwise. These certifications of service should include the names and addresses of all persons served and should also specify the means of service on each person served. This might seem redundant since the exact same information is contained in the text of the NEF, but this is just a requirement that must be followed. Thus, a typical certification might look like this:

CERTIFICATE OF SERVICE

The undersigned attorney hereby certifies that on December 28, 2010 a true and correct copy of the foregoing document was forwarded by first class U.S. Mail, postage pre-paid, to Robert Lee Jones, Inmate No. 1234567, ABC Correctional Institution, 212 State Route 78, Jonesboro, MS 35609 and by electronic means through the Court's ECF System to Bobby Brown, Brown & Smith, 312 Third Street, Memphis, TN 38105.

Signed: s/John Allen Smith

12. Transmission and Technical Failures, Completed but Defective Filings, and Erroneous Filings

Note:

This is a critical section for the E-Filer to understand because a failed electronic filing can result in missed compliance deadlines or statutes of limitation, so E-Filers are urged to review the various training materials available at the District Court's Web site to obtain more detailed procedures to follow in the event of a failed or defective electronic filing. Generally, relief from electronic filings that have failed due to technical or transmission problems is obtainable only through the court. Basically, there are three areas to consider:

- (1) Attempted electronic filings that fail due to technical difficulties on the E-Filer's end of the transaction, which would also include third-party failures such as cable and telephone line disruptions;
- (2) Attempted electronic filings that fail due to technical difficulties on the District Court's end of the transaction; and
- (3) Completed electronic filings that incur no transmission failure but which are nevertheless defective in form or content.

12.1 Failed Electronic Filings Attributable to Technical Problems on the E-Filer's End

If an E-Filer is unable to complete an electronic filing because of technical problems on the filer's end (or due to technical problems attributable to one of the E-Filer's suppliers, such as an Internet Service Provider or a cable or telephone line company), the E-Filer can attempt to submit the proposed electronic filing in another, more traditional manner (*See* Section 12.4.3 below) by filing a motion for leave of court to file manually for good cause shown. The E-Filer might also want to consider a request for an extension of time in case a court-imposed filing deadline has lapsed because of this failure.

Alternatively, the E-Filer can utilize the public computer facilities for last-minute or emergency on-site electronic filing which are located in both Jackson and Memphis (if there is no problem in doing so during the Clerk of Court's regular business hours). The Clerk of Court has developed procedures for handling these on-site electronic filings or processing manual filings (if a motion for leave to file in a non-electronic manner has been granted by the court). Please review the training materials available on the Court's Web site for further details.

WARNING!! The District Court has discretion to grant a motion for leave to file manually and to extend a court-imposed filing deadline for good cause shown, but the District Court has no discretion to extend a statute of limitations or other statutorily mandated deadline because of a technical or transmission failure attributable solely to the E-Filer.

12.2 Failed Electronic Filings Attributable to Technical Problems on the Court's End

If an E-Filer is unable to complete an electronic filing because of technical or transmission problems with the ECF System on the Court's end, this would be analogous to the courthouse not being available for filings due to exigent or emergency circumstances. In that event, the deadlines for filing otherwise applicable would be extended in accordance with Fed. R. Civ. P. 6, which would determine the re-calculation of the new filing deadlines.

For purposes of this provision, the ECF System will be considered to be unavailable for electronic filing if the Web site (which serves as the ECF portal) is unable to accept filings continuously or intermittently for more than one (1) hour occurring after 12:00 noon local time (Central Time zone) on any given day.

If an E-Filer experiences a technical failure preventing completion of an electronic filing because of a problem with the ECF System, the E-Filer may elect to submit the document to the Clerk of Court using one of the Methods of Alternative Submission listed below (*See* Section 12.4.3 below). In that case, the filed document must be accompanied by a certification, signed by the E-Filer, that the E-Filer has attempted to file the document electronically at least twice, with those unsuccessful attempts occurring at least one (1) hour apart after 12:00 noon. This alternative submission might be made, for example, when the filer is concerned about the mechanics of Rule 6 extensions.

Note:

If a filer elects to file a document using an Alternative Method of Submission (as defined in Section 12.4.3 below), the filer must still file an electronic version of that document through the ECF System on a timely basis, which is more fully described in Section 12.4.2 below, because Alternative Methods of Submission are not deemed to be proper filings but are used merely to preserve filings dates and times.

12.3 Completed but Defective Electronic Filings

The Clerk's Office will examine most electronic filings as part of the ECF quality control process. If a completed filing is defective for any reason, the E-Filer will receive an automated Deficiency Notice describing the nature of the deficiency. Examples of deficient filings might include a garbled or incomplete Internet transmission, receipt of a document that on inspection is not what it was purported to be, an electronic document that is missing a required signature, or a motion with an attached proposed order. After the E-Filer receives a Notice of Deficiency, he or she will have twenty-four (24) hours from the date and time of the original filing to file a corrected document in order to preserve the date and time stamp of the original, deficient filing. If the deficient filing is not corrected within this 24-hour period, the original filing is no longer in effect for any reason and can no longer be used to preserve its date and time stamp. Basically, no document will have been filed relative to the subject matter of the first, deficient, filing.

12.4 General Provisions Regarding Failed Electronic Filings

12.4.1 ECF Help Desk

The point of contact for an E-Filer who is experiencing technical difficulty shall be the court's "ECF Help Desk" at cmecfhelpdesk@tnwd.uscourts.gov as posted on the District Court's Web site, in the training materials, and in virtually all publications related to electronic filing in this District Court. The court's "ECF Help Desk" is open during regular business hours (Monday through Friday from 8:30 AM until 4:30 PM, except on Federal Holidays).

12.4.2 The Alternative Method of Submission is not in Itself a Proper Filing

The non-electronic submission of a filing that, but for, the technical failure of the ECF System should have been filed electronically shall be effective only to preserve the time for filing. The subsequent electronic filing will be deemed filed at the time the Alternative Method of Submission was accomplished *provided that* the electronic filing is accomplished within twenty-four (24) hours after the court's technical failure is remedied.

12.4.3 Methods of Alternative Submission

In the event of a technical failure on the court's end, the E-Filer may preserve the time for filing, if the filer does not want to rely on re-computing a new filing deadline under Fed. R. Civ. P. 6, by submitting the document using one of the following Alternative Methods of Submission:

- (a) **Facsimile** - through facsimile transmission of the entire document to the Clerk's Office (utilizing facsimile number (901) 495-1250 for Memphis and (731)-421-9210 for Jackson); or
- (b) **Physical Presentation** - by physically delivering a copy of the document to the Clerk's Office regular business hours.

12.5 Erroneous Filings

In the event that an E-Filer successfully completes an electronic filing but has mistakenly filed the incorrect document (as where, for example, an answer was intended but a motion to extend time was filed *or* where confidential notes, such as trial strategies, were mistakenly attached to a pleading *or* where a draft version, vis-à-vis, a final version of a document was filed), the E-Filer can contact the Clerk's Office and request that the erroneous filing be sealed from public view pending a resolution of the manner by the court. The E-Filer requesting the sealing of an erroneous filing must provide an e-mail authorization to the Clerk's Office even if a verbal request for sealing has been made and acted on. If a confirming e-mail is not received by the Clerk's Office within twenty-four (24) hours of the sealing request, the Clerk's Office will un-seal the erroneous filing. The sealing, once made, will remain in place indefinitely unless and until further order of court directing that it be unsealed is obtained. Note that this sealing request must be made during regular business hours and note further that even the immediate sealing of an erroneous order will not prevent or eradicate the NEF that was generated at the time of filing.

13. Public Access and Sensitive Information

13.1 PACER Access Different from ECF Access

With limited exceptions (e.g., Social Security and ERISA cases), a person may retrieve information from the ECF System through the court's Internet Web site by obtaining a PACER ("Public Access to Court Electronic Records") login and password. While only registered E-Filers may file documents using the ECF System, any person, whether a registered E-Filer or not, who has PACER access may retrieve docket sheets and documents in civil and criminal cases.

13.2 Limited Access Cases

Certain types of cases and documents may be designated as limited access due to potential privacy issues arising from the contents of the filings. Examples might include Social Security and ERISA cases and certain aspects of criminal cases. Limited access cases on the ECF System shall be accessible by certain court personnel and E-Filers for that case only, but any request for limited or special access to cases not otherwise available to the public must be submitted to the court for an appropriate order.

NOTE:

In order to view the documents in such cases, you must be an Attorney of Record for said case and use both your ECF login and password and your PACER login and password. If you are logged into CM/ECF and you access a document, it will prompt you to enter your login and password again. At that time you would enter your PACER login and password. If you are logged into PACER and you access a document, it will prompt you to enter your login and password again. At that time you would enter your CM/ECF login and password. The dual password use is required for viewing restricted filings in criminal cases as well.

13.3 Sealed Cases and Documents

As discussed elsewhere, any case or document under seal shall not be available to the public through electronic or any other means; however, attorneys may be permitted access to sealed documents in cases in which they appear with permission of the court.

13.4 Privacy

Attorneys are responsible for ensuring that their clients have sufficient information so that informed decisions are made regarding the inclusion, redaction and exclusion of personal information in filings in this court.

13.4.1 Compliance with E-Government Act of 2002 (as Amended)

In compliance with the E-Government Act of 2002, a party or attorney wishing to file a document containing the personal identifiers listed below (*See* Section 13.4.2), or other sensitive information (*See* Section 13.4.3), must provide a completely redacted electronic version of that document for public viewing through ECF or PACER and, if the E-Filer so chooses, an un-redacted version under seal to be retained and used by the court as part of the record.

13.4.2 Redaction of Certain Personal Identifiers

To protect personal privacy and other legitimate interests, attorneys and parties shall refrain from including, or shall redact where inclusion is necessary, the following personal identifiers in all documents filed with the court, whether filed electronically or otherwise:

- (a) **Social Security Numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number shall be used.
- (b) **Names of Minor Children.** If the involvement of a minor child must be mentioned, only the initials of that child shall be used.
- (c) **Dates of Birth.** If an individual's date of birth must be included in a pleading, only the year shall be used.
- (d) **Financial Account Numbers.** If financial account numbers are relevant, only the last four digits of these numbers shall be used.
- (e) **Home Address Information.** If the home address of a person must be included, only the city and state shall be listed.

13.4.3 Protection of Other Sensitive Information

Attorneys and parties shall exercise caution and shall consider redaction or consider filing a sealed document if any of the following information is referenced:

- (a) Any personal identifying number, such as driver's license number;
- (b) Medical records, treatment records, or diagnoses;
- (c) Employment history;
- (d) Individual financial information;
- (e) Proprietary or trade secret information;
- (f) Information regarding an individual's cooperation with the government;
- (g) Information regarding the victim of any criminal activity;
- (h) National security information; or
- (i) Sensitive security information as described in 49 U.S.C. § 114(s).

Any document containing the above information shall be filed electronically in a redacted version, meaning that all protected information must have been removed, and as noted elsewhere, if the attorney who submitted this redacted version believes it is necessary to do so, he or she may file a second, un-redacted version under seal as part of the case record.

13.4.4 Compliance and Sanctions

Responsibility for redacting the above-listed information rests solely with attorneys and the parties. The Clerk of Court will not review filings for compliance. Attorneys and the parties are cautioned that their failure to protect the above-listed information may subject them to the disciplinary power of the court and may be the basis for claims against them.

APPENDIX B

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Electronic Case Filing Attorney User Manual



Western District of of Tennessee

Version IV (June 29, 2012)

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I. GENERAL

A. Overview

1. Use of this Manual and the ECF Policies and Procedures

This manual provides instructions on how to use the Western District of Tennessee's *Electronic Case Filing (ECF) System*. This system allows properly authorized attorneys (*Filing Users*) to electronically file and retrieve documents. It also facilitates the electronic service of documents on other *Filing Users*.

Please note that screen captures are for purposes of demonstration and may not be exactly what is displayed from the current version of ECF and/or your browser.

Use of the *ECF System* also requires a working knowledge of an internet browser (*e.g.*, Internet Explorer or Netscape) and the ability to use a *PDF* reader-writer program (*e.g.*, Adobe Acrobat). Only the most generic instructions as to use of these type programs are provided in this manual.

2. Help Desk

If you have questions about the *ECF System* after reviewing the ECF Manuals and completing the ECF On-Line Training or have problems filing a document, please email your questions and/or concerns to cmecfhelpdesk@tnwd.uscourts.gov. Clerk's staff will be available to help you between 8:30 a.m. and 4:30 p.m. Central Time, Monday through Friday (excluding holidays).

This manual provides instructions on use of the *ECF System* and, therefore, includes some general information on types of external programs and hardware you will need for this purpose. Court personnel cannot give you technical advice or assist you with specific questions regarding your chosen hardware, software programs (*e.g.*, specific *PDF* reader-writer programs), or the internet (*e.g.*, internet browsers). Such questions should be directed to your hardware, software, or internet service provider.

Systems can offer local technical support issues ranging from password problems, scanning issues, document conversion errors, etc.

Additional information regarding electronic filing can be obtained from our web page: www.tnwd.uscourts.gov

or by writing to:

CM/ECF- Western Division
United States District Court
167 N. Main, Ste. 242
Memphis, TN 38103

or to: CM/ECF- Eastern Division
United States District Court
111 S. Highland Ave., Ste. 262
Jackson, TN 38301

NOTE: Filing by facsimile is not allowed, but a facsimile submission is allowed to preserve the time for filing in the event of a *Technical Failure* or other equipment failure.

ECF System Website

<https://ecf.tnwd.uscourts.gov>

Questions regarding *PACER* should be directed to the PACER Service Center. *See infra* § I.B.3.

<http://www.pacer.gov/>

The PACER Service Center (PSC) is the National Technical Help Desk. For technical questions, contact the PACER Service Center (PSC) at 1.800.676.6856. PSC is responsible for public support of the application including general setup questions, password administration, technical questions, and billing services. They will answer questions about browser problems or connection issues, installing and using Adobe Acrobat, and any PACER questions. Users may also e-mail questions which are answered on a daily basis. Telephone support is offered from 8:00 a.m. to 5:00 p.m. Central Time. The PSC e-mail address is pacer@psc.uscourts.gov.

3. The Court's Web Page and *ECF System Capabilities*

The court's web page (www.tnwd.uscourts.gov) will allow anyone with internet access to:

- View or download the most recent versions of the court's ECF manuals, handbooks, and forms referenced in said manuals;
- Self-train on the web-based *ECF* tutorial and computer-based training modules;
- Practice filing documents in the *ECF* "training" database;

Filing Users may also:

- View and save documents hyperlinked to the *NEF* (one time "free look");
- Electronically file documents in actual cases and electronically serve them on other *Filing Users* and *Pro Hac Vice Participants (PHV Participants)*.

Persons with *PACER* accounts may also:

- View docket sheets;
- View filed documents in all cases (subject to some confidentiality limitations);
- View various reports (*e.g.*, civil cases report, judgments) for cases that have been electronically filed.

4. Electronic Service – Notice of Electronic Filing

One of the major benefits of the *ECF System* is electronic service of most filed submissions.* When a document is filed using the *ECF System*, a *Notice of Electronic Filing (NEF)* is automatically sent to the e-mail addresses provided for the *Filing Users* and *PHV Participants* in that action. The date on the *NEF* is the filed date. Filing is not complete until the *NEF* is produced.

* By registering as a *Filing User* or *Pro Hac Vice Participant*, an attorney consents to electronic service of all filed documents other than documents for which electronic service is prohibited (*e.g.*, summons, complaint, indictment, and warrants).

NOTE: Be sure the *ECF System's* address(es) is/are removed from your spam filter so it will not reject the system's e-mails.

Individuals who receive electronic notification of a filing are permitted one “free look” at the document by clicking once on the associated hyperlinked document number embedded in the *NEF*.** The document may be saved to your computer at that time for future “free” access. Subsequent retrieval of the case docket sheet and documents from the *ECF System* must be made through your *PACER* account and is subject to regular *PACER* fees.

** The hyperlink to access the document will expire after the earlier of: (1) the first use; or (2) 15 days from transmission of the *NEF*. Any time that same hyperlink is accessed after it has expired, the *NEF* recipient will be asked for a *PACER* login and will be charged to view the document.

The attorney who electronically files a document must also make *Traditional Service* on *pro se* litigants and attorneys who are not *Filing Users* or *PHV Participants*.*** The *NEF* must be included with the documents served. Proof of such service shall be electronically filed with the court within one (1) business day after the electronic filing of the document (as shown on the *NEF*).

*** The *NEF* will indicate which attorneys have received electronic service and will also list associated counsel and any *pro se* parties who have not been served via *NEF*. The *Filing User* who filed the document must make *Traditional Service* on any *pro se* parties and attorneys other than attorneys appearing *pro hac vice* who are listed as not having received the *NEF*.

5. Failed Transmission of *NEF*, E-Mail Accounts and Returned E-Mail

At the end of filing, the system will generate an *NEF* which verifies the transmission was received. If you do not see the *NEF* before logging out, check PACER to see if the filing is reflected on the docket. If it is, the transmission was successful. If it is not, contact the Help Desk.

After filing a document, an *NEF* will be sent by e-mail. Review this e-mailed *NEF* to ensure that there are no apparent problems with the notice (*i.e.*, the hyperlink works properly). If you did see the system's *NEF* before logging out of the system, but you did not receive an e-mailed *NEF*, check PACER to see if the document is reflected on the docket. If it is, the problem is probably with your e-mail. If it is not, the filing failed, and you should either refile or contact the Help Desk.

If the hyperlink on your e-mailed *NEF* does not work properly, contact the Help Desk. If you learn that another party did not actually receive service despite being listed as served on the *NEF*, you are responsible for further service.

You must maintain an e-mail account with enough storage space to receive electronic notices from the court.* If the size of your e-mail account is not sufficient, *NEF* e-mails will fail and be returned to the court where they will be stored for 30 days. The court will check failed e-mails and attempt to re-send. After 30 days, they will be deleted from the system.

* In general, an account with storage space of at least 100 megabytes is sufficient. The e-mail generated from the *ECF System* can be voluminous and exceed the size allocated for free e-mail accounts. You may need to consider purchasing extra storage space from your Internet Service Provider (ISP).

You, as the Filing User, are responsible for keeping the primary and alternative e-mail addresses you provide to the court current at all times. To make updates: on the blue ECF Tool Bar, click on UTILITIES, My Account, Maintain your email, then follow the commands for updates. The court should be notified within 24 hours if you are having difficulty with your ISP. At the same time, you should work with the ISP to resolve the problem. When the problem is resolved, notify the Help Desk so that the court can resend the *NEF* e-mails to the primary e-mail address on the account.

6. Participation and Transition Period

Unless excused by the court, all members of the Western District of Tennessee Bar shall register as *Filing Users*. Attorneys admitted *pro hac vice* may only participate as *Filing Users* in the case(s) for which pro hac admission was granted., and shall be required to consent to electronic service.

Pursuant to ECF Policy & Procedures 3.1: Pro Hac Vice Applicants must download Motion for Leave to Appear Pro Hac Vice, and e-file completed form into the appropriate case, along with a Certificate of Good Standing of the highest court in which admitted, and email a proposed order to the presiding judge's ECF mailbox.

Attorneys are encouraged to begin participation as soon as possible to maximize the benefits of the system, including electronic service of filed documents and notice of court orders and hearings.*

* In conjunction with start up of the *ECF System*, the clerk's office will cease routine use of facsimile to deliver hearing notices and orders to attorneys. *Filing Users* and *PHV Participants* will receive immediate notice of filings through *NEF's*. Parties proceeding *pro se* and attorneys admitted to this court's bar who are not *Filing Users* will receive hearing notices and orders through regular mail unless otherwise directed by the court.

7. Signatures

Unless an individual judge's preference indicates otherwise, the *Filing User's* login and password in conjunction with an s/ and the *Filing User's* typed name on the filed document serve as the signature: **s/ John Doe**

Documents that require multiple s/attorney names should be filed in compliance with ECF Policy and Procedures Section 10.4 which authorizes the *Filing User* to add multiple attorney names. Each attorney shall be represented by an s/attorney name and will be added to the case. The attorney filing the document represents that he or she has obtained the original signatures on a hard copy of the document in question and has that document in his or her possession.

Some documents which bear the signatures of persons other than the particular *Filing User* who filed the document (including other *Filing Users*) must be electronically filed as scanned images (*e.g.*, affidavits) except where other procedures are required (*e.g.*, documents signed by multiple attorneys). Special rules apply to a *Filing User's* retention of documents containing original signature(s). See ECF Policy and Procedures Section 10.5.

8. Docket Text Orders and Notices

Judges, their staffs, and the clerk's office have the ability to make docket entries which do not include an attached *PDF* document. For example, a judge may enter a text order granting or denying a motion by entering the ruling directly on the docket.

This docket entry will generate an *NEF* reflecting the content of the docket entry, however there will not be a hyperlink to an image associated with the docket entry. The *NEF* is delivered to all parties and serves as notice of the order. Notices of hearings may also be given through service of an *NEF* reflecting a text entry on the docket.

The *NEF* is electronically delivered to all *Filing Users* and *PHV Participants*. A hard copy will be delivered by other means (generally by regular mail) to all other attorneys and to *pro se* parties.

9. Quality Assurance

The clerk's office will perform a quality assurance review of new civil case filings entered by *Filing Users*. If the clerk's office discovers an error that requires correction, the clerk's office will make an annotation on the docket which will generate an *NEF*. The *NEF* notifies you of a Deficiency Notice or a Courtesy Notice, depending on the nature of the error. The *NEF* is sent to all case participants and to the judge to whom the case is assigned.

The *NEF* will either indicate that the clerk's office policy does not require any further action (Courtesy Notice) or will instruct you to take further action to remedy the apparent error (Deficiency Notice). For instance, if the *Filing User* failed to pay the filing fee, a Deficiency Notice will be entered giving the *Filing User* one business day to correct the deficiency.

While the quality assurance review conducted by the clerk's office will uncover some errors, other errors, particularly involving the filing of the wrong document, may be discovered only by the *Filing User* or others involved in the action.

Some common causes of erroneous filings include:

- posting or attaching the wrong *PDF* file to a docket entry;
- selecting the wrong document type from the menu;
- entering the wrong case number; or
- failing to sign document in correct format.

These type errors can be minimized or eliminated by viewing *PDF* files before posting or attaching them and by double checking entries before transactions are finalized in the *ECF System*. The *ECF System* does not permit changes or modifications to misfiled document(s) or incorrect docket entries after the transaction has been accepted.

NOTE: If an erroneous filing results in failure to meet a deadline, relief should be sought from the presiding judge.

10. Judicial Preferences and Proposed Orders

Different judges will have different requirements as to the filings. **Each judge's instructions and other preferences (including delivery method and timing) are posted on their individual websites.**

Proposed orders are to be sent in word processing format (e.g. WordPerfect, Microsoft Word) to the assigned judge's chambers e-mail address which can be obtained from our web page under Case Information, Chambers Email Addresses or by calling the clerk's office.

11. Technical Failure

A *Technical Failure* is defined as a malfunction of court-owned or court-leased hardware, software, or telecommunications facilities which results in the inability of a *Filing User* to electronically file a document. *Technical Failure* does not include malfunctioning of a *Filing User's* equipment, hardware, or software. facsimile numbers are provided on the last page of this manual or, if you still have e-mail functionality, calling the Help Desk for instructions and a possible e-mail address to use for that filing). You must still perfect proper electronic filing within one business day after the *Technical Failure* is remedied.

12. Malfunction of *Filing User's* Equipment

If **your** equipment malfunctions, either hardware or software, you may preserve your time for filing using the same methods as allowed for *Technical Failures*. You must still perfect proper filing within one business day after preserving your time. The filing should be perfected by electronic filing on the *ECF System*. In the event electronic filing is not possible, you should call the Help Desk to arrange filing by the *Traditional Filing Method* or other means (*e.g.*, if you still have e-mail functionality, you may be provided with a specific e-mail address to use for that filing).

13. Public Access and Sensitive Information

The *ECF System* will facilitate public access to court documents. Together with the benefits provided, comes an increased risk of misuse of sensitive information. For this reason, special rules apply to the inclusion of confidential business information, as well as certain personal information (*e.g.*, names of minors, personal identification numbers, financial information, and identifying information relating to jurors). These rules place the burden on the individual making the filing to ensure proper protection.*

* The same risks apply regardless of whether the document is filed by the *Traditional Filing Method* or electronically through the *ECF System*. The same protections should, therefore, be applied regardless of the filing method.

14. Attachments and Exhibits

Attachments and exhibits to motions or memoranda must be submitted in electronic form as attachments to the main document. The following rules govern these attachments:

Excerpts. Only pertinent excerpts of the referenced document(s) should be submitted unless the full document is sufficiently short or the relevant excerpts so extensive that submission of excerpts would not result in a significantly shorter document. Excerpts should be identified as such and should include appropriate identifying and authenticating pages (*e.g.*, deposition cover page or first and last pages of contracts).

Originals. The original or complete hard copy of a document for which excerpts are filed electronically need not be filed unless requested by the court.

Size. A single attachment may not exceed 10 MB (10,000 KB) in its *PDF* form.

Scanning Guidelines. Documents which are scanned from paper, rather than being generated via a word-processing program, should be scanned at 300 dpi and in black-and-white. Scanning at higher resolutions, or in color or greyscale, will result in much larger documents, which are likely to exceed the 10 MB limitation.

Multiple Attachments. Multiple exhibits (or other attachments) may be linked to the primary document as individual attachments or, if they do not exceed the allowable size, combined as a single attachment. If multiple exhibits are linked as a single attachment, they shall include a cover sheet indexing the exhibits. If this method is used, the *Filing User* is strongly encouraged to include internal bookmarks to aid the court in electronically locating the proper exhibit.

B. Getting Started

1. Hardware and Software Requirements

Technical requirements are minimal and inexpensive. All that is needed is access to a personal computer with:

- the ability to create or convert documents into *Portable Document Format (PDF)* (one or more of the following):
 - *PDF* writer software (*e.g.*, Adobe Acrobat)
 - a word processor that can create *PDFs*
- a scanner and software to create *PDFs*
- an internet connection to access the *ECF System* and e-mail. Dial-up connections work, but a faster connection (DSL, high speed cable, etc.) is recommended.
- an approved internet browser. The *ECF System* has been tested and works correctly with Internet Explorer Version 7 and 8, and Mozilla Firefox 3.5. Although not rigorously tested and certified, the *ECF System* also seems to work equally as well with Internet Explorer 9, Google Chrome, and later versions of Mozilla Firefox.
- *PDF* reader software (such as Adobe Acrobat Reader)
- an e-mail address
- an *ECF* account
- a *PACER* account. While *Filing Users* may file documents without a *PACER* account, they will be limited in their ability to retrieve documents or to query the *ECF System* without a *PACER* account.

Portable Document Format (PDF) is the key to the system. *PDF* makes all documents viewable in their original format on any computer whether they were scanned or converted from a word processing document.

2. Credit Card Requirement

In order to file an initiating or other document which requires payment of a filing fee (e.g., motion for *pro hac vice* admission), you must follow the applicable policy in this manual - . Two exceptions to this rule are initiating an action *in forma pauperis* and filing notices of appeal (which may, in some instances, be filed without prepayment of the filing fee).*

- * If you are seeking to file the action *in forma pauperis*, you may initiate the action without prepayment of fees by including an electronically-filed Application to Proceed without Prepayment of Fees along with your initiating documents. You may wish to contact the Help Desk for additional assistance.

3. PACER Registration

Filing Users must have a *PACER* account in order to view filed documents (except the one “free look”) and to use the Query and Report features of the *ECF System*. If you do not have a *PACER* login, contact the *PACER* Service Center to establish an account. You may call the *PACER* Service Center at 1.800.676.6856 for information or to register for an account. Also, you may register for *PACER* online at:

<http://www.pacer.gov/register.html>

A link to *PACER*’s site is provided on the court’s website.

For CM/ECF technical questions, contact the *PACER* Service Center (PSC) at 1-800-676-6856 . PSC is responsible for public support of the CM/ECF application including general setup questions, password administration, technical questions, and billing services. Users may also e-mail questions which are answered on a daily basis. Telephone support is offered from 8:00 a.m. to 5:00 p.m. CST.

4. Registering as a *Filing User*

Before you are registered as a *Filing User*, you must submit a completed ECF Attorney Registration Form. You will be assigned a *Filing User* identification name (login) and password. Your login name will be the last five digits of your state issued bar id and the initials of your first and last name (e.g. 55555cg). The login and password, in conjunction with an s/ and your typed name on the document, serve as the signature for purposes of Fed. R. Civ. P. 11.

You may obtain the Electronic Case Filing Registration Form by calling the Help Desk or by going to the court’s website (www.tnwd.uscourts.gov).

Completed registration forms should be faxed (901-495-1250) or mailed to:

ECF System Registration
United States District Court
167 N. Main St., Ste. 242
Memphis, TN 38103

or
ECF System Registration
United States District Court
Rm 262, 111 S. Highland Ave.
Jackson, TN 38301
Fax 731-421-9210

Once an account has been established, your login and password will be sent to you by e-mail from the clerk's office.

Filing Users agree to protect the security of their passwords. Should your password be compromised, you are responsible for immediately changing it according to the instructions provided with your login and password and in this manual. If you lose or forget your password, call the Help Desk, and a new password will be issued. Court personnel do not have and cannot provide you with your current password.

To practice electronic filing activities, you can visit a training version of the system on the Internet at <http://ecf-train.tnwd.uscourts.gov>.

We strongly recommend that you practice in this "training" database before filing documents in the "live" *ECF System* database.

5. Setting up *PDF* Reader and Converting to *PDF*

You will use *PDF* software for two purposes. First, you will use *PDF* reader software to view documents filed in the *ECF System*. Second, you will use *PDF* writer software (or similar capabilities in a word processing or scanning program) to convert documents to *PDF* for filing. Only *PDF* documents may be filed using the *ECF System*.

Important Reminder: Before completing your transmission in the *ECF System*, be sure to preview the *PDF* document to ensure that it appears in its entirety, is not beyond the size limit, and is in the proper format.

Preferred conversion methods. As a general rule, converting from word processing to *PDF* is preferred over scanning because the resulting document is smaller (requires fewer bytes of storage space) and because the text is searchable.

Some documents must be scanned. You will be required to file a scanned image of certain types of documents. First, exhibits normally will need to be scanned rather than converted, even if the underlying document is available in word processing form. Second, certain documents bearing third party signatures (*e.g.*, affidavits) will need to be scanned. (Documents bearing multiple attorney signatures are generally handled differently. Special retention rules apply to all documents bearing an original signature when a scanned document or other document bearing a substitute (s/) signature is filed.

Conversion using *PDF* Writer Programs. Various vendors provide software to create *PDF* documents. The Federal Judiciary does not endorse or recommend any specific *PDF* software. For purposes of illustration, however, we provide instructions based on one commonly used program, Adobe Acrobat Writer.*

* These instructions are given as an illustration only. You should consult materials provided by your software vendor for more detailed instructions or if these instructions do not work. When installing and using any software, please review and follow the software vendor's directions.

If you have installed Adobe Acrobat Standard or Professional, you can convert your word processing document to *PDF* while still “in” your word processing document. While in the document, select the print function, then select “Acrobat PDF Writer” or “Adobe PDF” from the drop down list of available printers. The printer name varies based on the version of Acrobat installed on the computer. This “print” process saves the file in *PDF*, with a “.pdf” file extension. (Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere.)

Conversion using Word Processing Program. You may also create *PDF* files using some newer word processing programs, although this may create a larger file and is not, therefore, the preferred method. For example, in WordPerfect 9, 10, 11, and 12, you can click on “File” and then “Publish to PDF” to convert your WordPerfect file (.wpd) to *PDF*. MS-Word (up to version XP) does NOT have this capability.

Conversion via Scanner. Some of the latest generation of scanners have the ability to directly scan to *PDF*. Review the instructions provided with your scanner to determine if your scanner has this capability.

Special Situations

6. Sealed Documents

Sealed documents may be filed in the ECF system by selecting the proper event. However, access will be restricted to court users unless an order granting access to an attorney is entered by the presiding Judicial Officer.

7. Filings Requiring Prior Approval

If the document you wish to file requires leave of court, such as an amended complaint filed after a responsive pleading or a document filed out of time, you should file your motion for leave via the ECF system and simultaneously email your proposed amended document to the presiding judge’s chambers email address. If your motion is granted, the order will either indicate that the document is deemed filed or will direct you to electronically file your document.

8. Proposed Orders

Proposed Orders should be submitted, in word processing format, to the e-mail address of the district judge assigned to the case. The e-mail should include the document number of any associated motion filed through the ECF system. Proposed Orders in civil cases must comply with Local Civil Rule 7.2(a)(1)(A).

II. FILING PROCEDURES

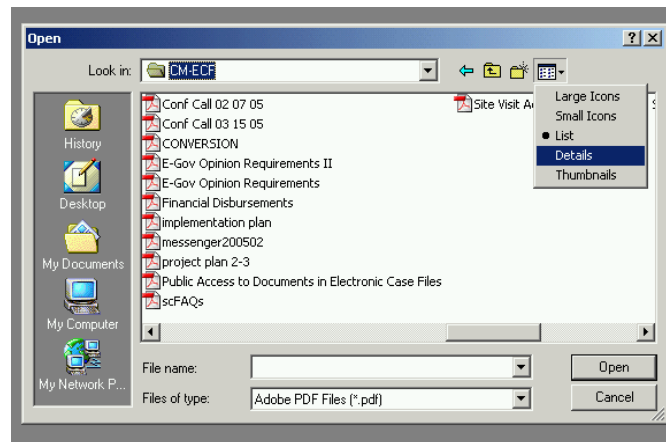
A. Basics

1. General Information

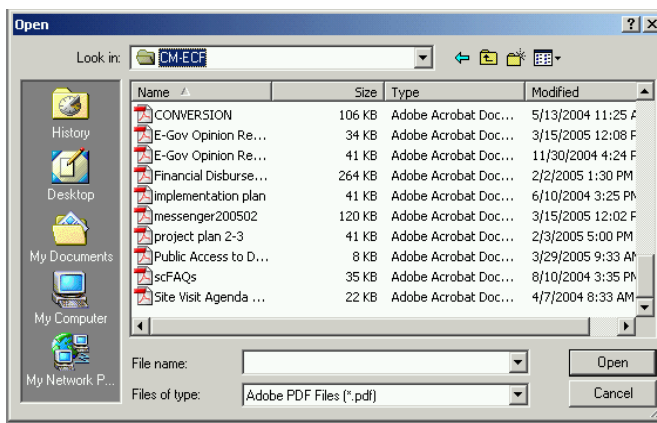
You can download or view the most recent version of the *ECF System's Attorney User Manual* (in *PDF* format) from the district court's web page at <http://www.tnwd.uscourts.gov>. Look under CM/ECF. In order to fully understand the *ECF System*, you must use this portion of the manual in conjunction with the ECF Policies and Procedures located on the court's web page, as well as Part I (General) and Part II (Filing Procedures), Sections B (Civil), C (Query, Reports, Utilities and Other Miscellaneous Information), and D (Help Desk) of the *Attorney User Manual*.

2. Portable Document Format (PDF)

Only *PDF* documents may be filed using the *ECF System*. Before transmitting the file to the court, *Filing Users* should preview the *PDF* document to ensure that it appears in its entirety, that it is in proper format, that it is legible, that it is the correct document to be filed, and that it is the proper size. The file size limit is 10 MB (10,000 KB) If your document exceeds the limit, you must divide it into multiple attachments which do not exceed the limit.



NOTE: To determine the size of a document, choose FILE > OPEN - to access the open file dialog box. You will see a list of files in a format determined by your view settings.



Change the view to details and you will see additional file information, including file size.

10,000 KB is 10 MB.

To the extent it is practical and reasonable to do so, electronic data filed with the court should be converted from a word processing system directly to a *PDF* file using a program such as Adobe Acrobat, rather than scanning a paper copy of the document into a *PDF* image file. Conversion from word processing allows for searchability within a document. If a scanned *PDF* document is submitted, it must be previewed for readability.

Because all documents must be submitted in a Portable Document Format (*PDF*), fonts and resolution should be chosen for best quality conversion. The court only allows use of the following fonts (for documents to be converted from word processing format) because they convert best: **Times New Roman, Arial, and Courier New**. Size of font must be (at least) 12 point.

3. Signatures and Retention

The *Filing User's* login and password in conjunction with an s/ and the *Filing User's* typed name on the filed document serve as the signature. Documents which bear the signatures of persons other than the particular *Filing User* who filed the document (including other *Filing Users*) must be electronically filed as scanned images (*e.g.*, affidavits) except where other procedures are required (*e.g.*, documents signed by multiple attorneys). Special rules apply to a *Filing User's* retention of documents containing original signature(s).

4. Conventions Used in this Manual

- Data to be entered by the *Filing User* is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in [**bracketed boldface type**].
- Hyperlinks are represented in underlined type.

5. How to View a *PDF* Document

These instructions are given based on the most commonly used *PDF* reader program, Adobe Acrobat. Other *PDF* reader programs may be used and may differently operate.

- Start the *PDF* program (*e.g.*, Adobe Acrobat).
- Go to [**File Menu**] and choose [**Open**].
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the document is in *PDF*, the *PDF* program will load the file and display it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, the scroll bars may be used to move through the document.

- Click on [**View Menu**] for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

6. Manipulating the Screens

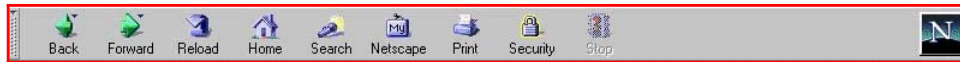
Each screen has the following two buttons:

[**Clear**] clears all characters entered in the box(es) on that screen.

[**Next**] accepts the entry just made and displays it.

7. Correcting a Mistake

8.



Prior to transmission, use the [**Back**] button on the browser toolbar to go back and correct an entry made on a previous screen. Once the document is transmitted to the court, the clerk's office will notify you by an *NEF* if court personnel determine that changes or corrections are necessary. If you learn of an error, you should contact the Help Desk. No docket entry will be deleted. In exceptional circumstances, the clerk's office can delete the attachment to an entry, after which an *NEF* annotation of said deletion will be sent. If changes are made to an entry, e.g., a document is deleted and refiled, the clerk's office will edit the original entry to reflect the change.

9. A Step-by-Step Guide

The *Attorney User Manual* gives you a step-by-step guide for entering the *ECF System*, preparing a document for filing, filing a motion, and displaying a docket sheet. We suggest that you go through the steps for filing on the training database before trying to file a document in a "live" case.

10. Filing User Interactions

There are three general types of *Filing User* interactions allowed by the *ECF System*:

1. Entering information in data fields.
2. Using command buttons to direct system activities.
3. Mouse-clicking on hyperlinks.

Most commands in the *ECF System* can be accomplished using the mouse or keystrokes.

11. How to Access the ECF System

Filing Users can get into the *ECF System* via the Internet by going to <http://ecf.tnwd.uscourts.gov>.

Filing Users may also reach the *ECF System* through the court's website at <http://www.tnwd.uscourts.gov> by clicking on the *ECF System's* hyperlink. Click on **[Document Filing System]** to open the login screen and log-in to the *ECF System*. *Filing Users* can also access the training database by going to the court's website.

12. Logging In

This screen is the login screen.

Enter your *ECF System* login and password in the appropriate data entry fields. All *ECF System* login names and passwords are case sensitive.

Use your *ECF System* login and password if you are entering the system to file a document or to maintain your account. If you only wish to enter the *ECF System* to query the database for case information or to view a document, use your *PACER* login and password. *PACER* charges a fee to view the *ECF System's* case dockets and documents.

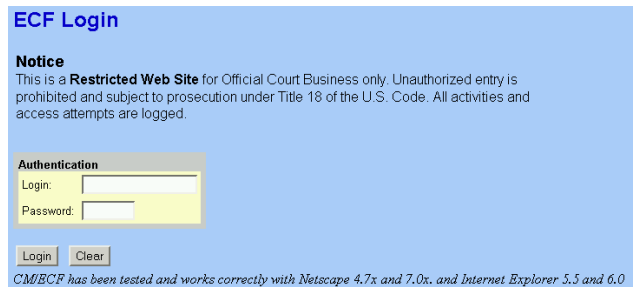
Verify that you have entered your *ECF System* login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your *Filing User* information to the *ECF System*.

If the *ECF System* does not recognize your login and password, it will display the following error message on a new screen:

Login failed either your login name or key is incorrect.

Click on the **[Back]** button in your browser and re-enter your correct login and password.

Once the main menu appears, choose from the list of options on the Attorney Event Menu Bar.



The date you last logged into the *ECF System* appears at the bottom left corner of this screen. For security reasons, you should review this information each time you log-in.

If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please immediately change your password in the *ECF System* and telephone the court's Help Desk.

The *ECF System* does not allow you to log-in if you have not logged out of your prior session or if someone else, *e.g.*, your assistant, is logged in as you. You will get a screen asking if you want to cancel or "continue" the log-in process. If you choose to continue, the *ECF System* will log you on and "bump" the prior log-in.

13. Selecting *ECF System* Features

The *ECF System* provides the following features that are accessible from the Attorney Event Menu Bar at the top of the opening screen.

- [Civil]:** Select to electronically file all civil case pleadings, motions, and other civil documents. Select to electronically file miscellaneous documents (documents not in a case or proceeding).
- [Criminal]:** Select to electronically file all criminal case pleadings, motions, and other criminal documents.
- [Query]:** Query the *ECF System* by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must log-in to *PACER* before you can query the *ECF System*.
- [Reports]:** Choose **[Reports]** to retrieve docket sheets and reports. You must log-in to *PACER* before you can view *ECF System* reports other than the **[Calendar Events Report]**.
- [Utilities]:** View your personal *ECF System* transaction log and maintain personal *ECF System* account information in the Utilities area of the *ECF System*.
- [Search]:** Search the ECF menus. Note: the Search feature does not work in Google Chrome.
- [Logout]:** Exit from the *ECF System*. This prevents further filing with your password until the next time you log-in. Failure to properly log-out of the *ECF System* will leave your account logged in, and you will get a warning message asking if you want to cancel or continue login. If you choose to continue, the *ECF System* will log you on and "bump" the prior log-in. You will get a similar message if you are in the system and the idle timeout logs your account off. This will occur after 30 minutes of no activity.

Filing Users will use the *ECF System* to electronically self-file and docket with the court a variety of documents for civil cases.

B. Civil

1. General Information

This section of the manual includes the CM/ECF Electronic Case Opening Guide, followed by the basic steps to follow when filing other civil documents. The process is consistent regardless of the event. This portion of the manual **MUST** be used in conjunction with the ECF Policies and Procedures located on the court's web page.

For questions about policies and procedures not covered in this manual, call the Help Desk or visit the court's website at www.tnwd.uscourts.gov for instructions.

2. CM/ECF Electronic Civil Case Opening Manual (click on link below)

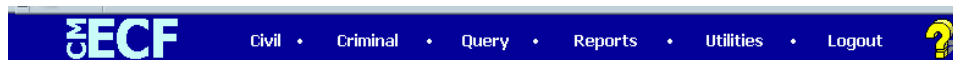
<http://www.tnwd.uscourts.gov/pdf/content/CaseOpeningManual.pdf>

3. Filing Other Documents for Civil Cases

These are the basic steps involved in filing a civil document:

- a. Select the type of document to file. *See* Attorney Event Menu Bar shown.
- b. Enter the case number (*e.g.*, yr-sequential number, as in 5-1234) in which the document is to be filed.
- c. Designate the party(s) filing the document.
- d. Specify the *PDF* file name and location for the document to be filed.
- e. Add attachments, if any, to the document being filed.
- f. Modify docket text as necessary.
- g. Transmit the document (with attachments) to the *ECF System*.
- h. Receive *NEF*.

a. Select the Type of Document to File



From the Attorney Event Menu Bar shown, the [**Civil**] Event window displays all of the events* from which you may choose for your filing. This section of the *ECF System Attorney User Manual* describes the process for filing a motion in the *ECF System*. The process is similar for filing other documents in the *ECF System*.

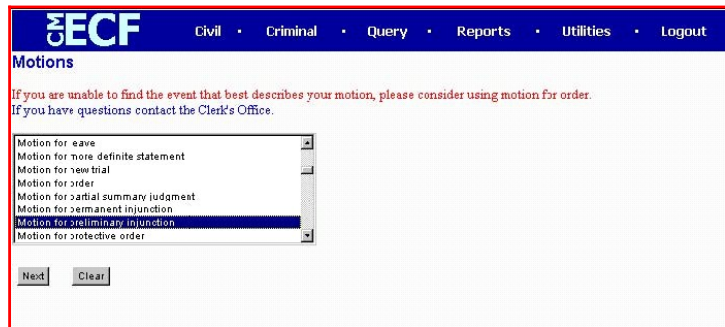
- * If you do not see a specific event you want to use, please use a listed event that most closely reflects your filing.

Click on [**Motions**] under “Motions and Related Filings.”



The motions screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion or application you wish to file.

Highlight the type of motion you are filing and click on the [**Next**] button.



To select more than one motion, press and hold down the control key and click on each of the desired multiple forms of relief. If you do not find a category that describes your motion(s), you must choose the type that best describes the motion(s) you are filing. You may edit the docket text in subsequent steps to better describe your motion(s), if necessary. See § II.D.2.b (Linking Documents).

b. Enter the Case Number in Which the Document is to be Filed

The numbers to the right of the window box show the many ways you can enter a case number. For example, in the clerk's office, we usually use the year, a dash and the sequential number "05-123."



- If the number is incorrectly entered, the *ECF System* will put a message on the screen that you have entered an invalid case number. Click on the **[Clear]** button to re-enter.
- When the case number is correct, click on the **[Next]** button.
- If a civil and criminal case have the same number, the *ECF System* will let you select your case from a list of cases with the number.

c. Designate the Party(s) Filing the Document

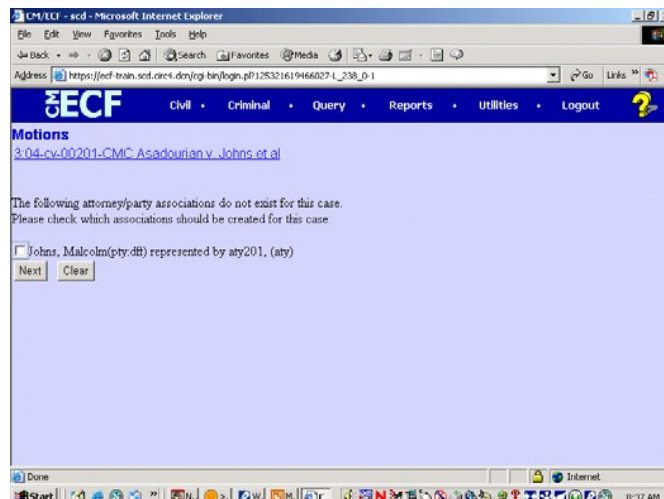
Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key and clicking on each party in the group or by clicking the button for all plaintiffs or all defendants located under the “Select a Group” caption as shown.



After highlighting the parties to the motion, click on the **[Next]** button.

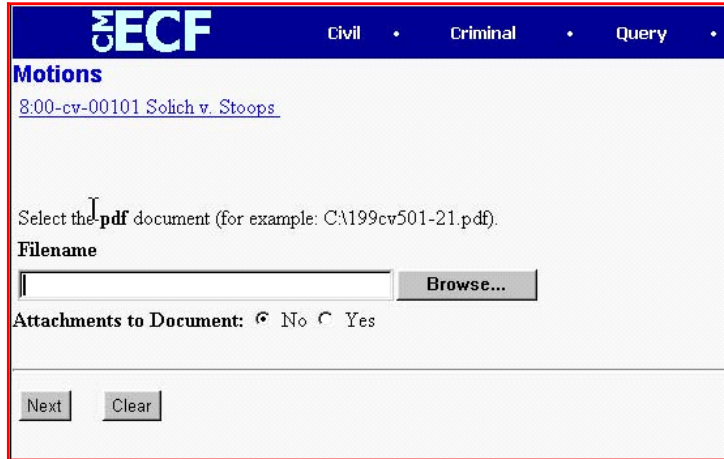
If your party does not appear, select “Add/Create New Party” option and follow system instructions for adding the party. For further instruction, visit the court's website at www.tnwd.uscourts.gov, under Case Information, ECF Guide to Adding Parties.

If this is your first appearance in this case, you may see a screen to associate with your party. If adding yourself as an attorney to the case, the lead attorney and notice fields should be set to “yes.”



d. Specify the *PDF* File Name and Location for the Document to be Filed

It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in the *ECF System* **MUST** be in *PDF*. When the document is in the correct format, the naming convention will end in “pdf” (example: C:199cv501-21.pdf).



- Click on the [**Browse**] button. The *ECF System* opens a dialog box for you to find and choose your file.

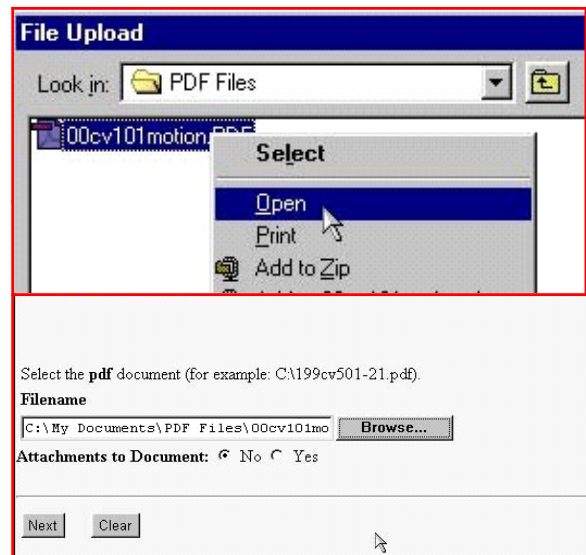
NOTE: Be sure the file type is “All Files” or “PDF Files.”



- Navigate to the appropriate directory and file name to select the *PDF* document you wish to file.
- Highlight the file you wish to upload to the *ECF System*.
- View the document to confirm you are attaching the correct one.

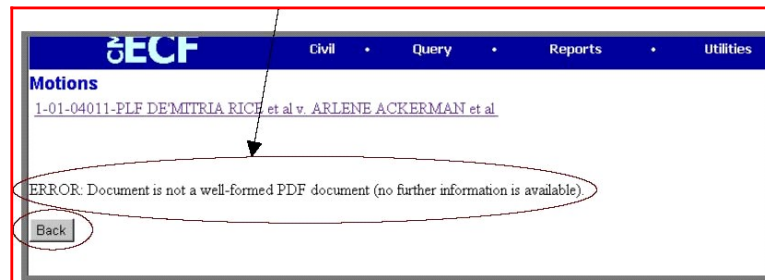
In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a quick menu and left mouse click on [**Open**]. Your *PDF* program (e.g., Adobe Acrobat or Acrobat Reader) will launch and open the *PDF* document that you selected. You may now view the document.

Once you have verified the document is correct, close the screen showing the *PDF* document and click on the [**Open**] button to



“open” it into the system. The *ECF System* closes the “File Upload” screen and inserts the *PDF* file name and location in the “Motions” screen.

If you selected and highlighted a file that is not in *PDF*, the *ECF System* will display an error message after you click on the **[Next]** button:



On the other hand, if you failed to select a document to file, the *ECF System* will display the error message depicted below.



If you click **[BACK]** or **[OK]** on the screens depicted, the *ECF System* will return you to a screen where you can select a document and proceed to file your motion.

- Go back to the **[Browse]** button on the prior page. Select and highlight the *PDF* file of your document and continue.
- If there are no attachments to the motion, click on the **[Next]** button. The docket text screen appears and you may continue with your filing. (Modifying Docket Text).
- If you have attachments to your motion, click on the **[Yes]** button. Click on the **[Next]** button and proceed to add the attachments as discussed in the following section (Add Attachments).

Where possible, documents filed as attachments should be created as separate documents and converted to *PDF*, rather than scanned.

e. **Add Attachments, if any, to Document being Filed**

If you indicate you have attachments, a new screen will appear.

- Click on **[Browse]** to search for the document file name of the attachment. A short but specific description of the contents of each document that is being attached must be entered, e.g., Exhibit One-Defendant John Smith's deposition excerpts.



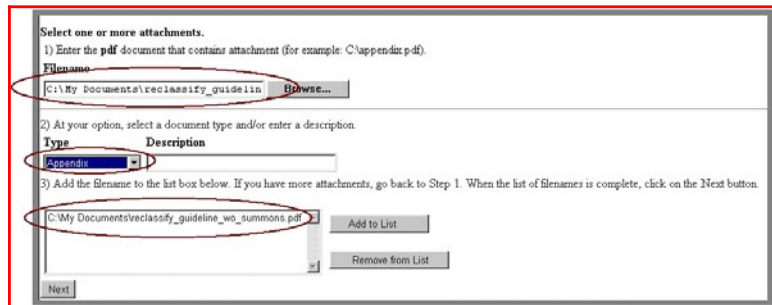
- In item 2 of the graphic shown, click on the arrow located under the header “type.” The *ECF System* opens a drop-down list where you can search and highlight the “type” of attachment from a displayed selection, if applicable.
- To describe the attachment more fully, click inside the “Description” box and type a short but specific description of the attachment. **This is a required field.**

Avoid using the following punctuation in the description:

/ \ : * ? “ < > |

(The last one is a pipe symbol; it shares the key with the backslash above the enter key.)

- Click on **[Add to List]**.
- Repeat the sequence for each additional attachment.
- To remove a selection, click on **[Remove from List]**.



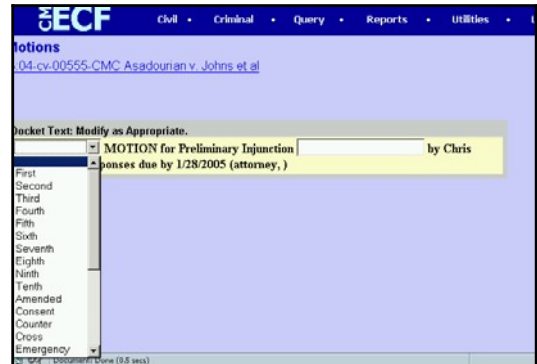
- After adding all of the desired *PDF* documents as attachments and ensuring that the descriptions are sufficient, click on the **[Next]** button.

The *ECF System* adds the selected document as an attachment to the main document.

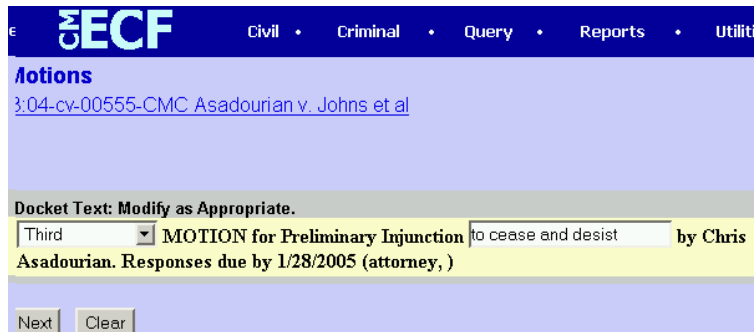
Attachments and exhibits that cannot be created via a word processor and converted to *PDF* should be scanned and converted to *PDF* (black and white, resolution 200 dpi) for electronic filing. Any document greater than 4MB in size should be divided into multiple attachments. Each attachment must be clearly described, *e.g.*, Exhibit One-Defendant John Smith's deposition excerpts. Remember, you should file only the pertinent excerpts of documents.

f. Modify Docket Text as Necessary

Click on the arrow to open a modifier drop-down list. Select a modifier if appropriate.



Click in the open text area to Type additional text for the description of the document. Here is your docket text screen after it has been modified.



Click on the [Next] button.

g. Transmit the Document (with Attachments) to the ECF System

A new window appears with the complete text for the docket report.

The screen depicted contains a warning: Pressing the [Next] button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. At any time prior to this step, you can abort the *ECF System* filing by clicking on any option on the Attorney Event Menu Bar to abort the current transaction and the *ECF System* will reset to the beginning of the process you just selected.



- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the browser toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to transmit the document. **Do not** attempt any other *ECF System* function or sign off until you see the *NEF* for your filing. Otherwise, you may interrupt the transmission, resulting in an incomplete filing.

You will see the *NEF* screen which provides confirmation that the *ECF System* has registered your transaction and the document is now an official court document.

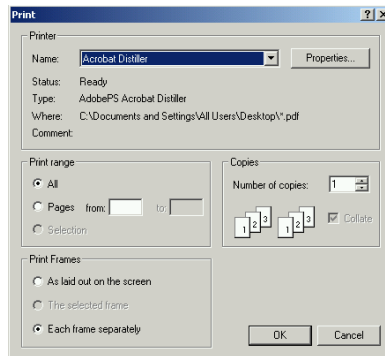
If, at this point, you desire to print or save a copy of the *NEF* to your computer from the *ECF System*, you can use the following steps.

- To print, select the **[Print]** button on the browser toolbar to print the *NEF*.

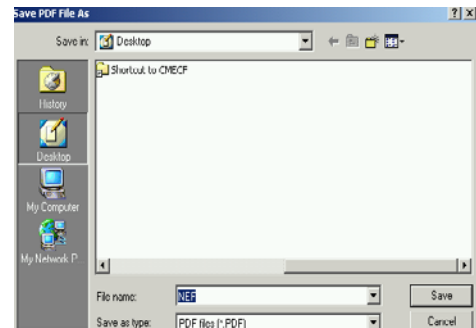
- To save, select the **[File]** button on the browser toolbar, and choose the **[Print]** button from the drop-down list to save the *NEF* to a file, *e.g.*, on the hard drive of your computer.



- Select the *PDF* Printer

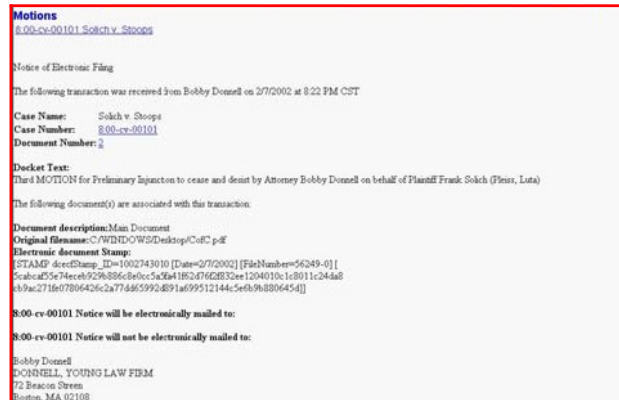


- Save your document using a naming convention and location that works for you.



h. Receive Notification of Electronic Filing

- The *ECF System* sends an *NEF*, as shown, to the e-mail address you provided the court. The *NEF* displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the original document which is in your custody.



- The *ECF System* also electronically transmits the *NEF* to the additional e-mail addresses provided by the *Filing User* in the case.
- The *NEF* displays the names of individuals who have been electronically served, as well as the names of individuals who have not been electronically served.
- It is the *Filing User's* responsibility to serve hard copies of the document(s) and the *NEF* on attorneys (except *pro hac vice* attorneys) and parties who are not shown as having received the *NEF*. Local counsel remains responsible for ensuring their associated *pro hac vice* attorneys, including any *Pro Hac Vice Participants*, are notified of all document filings and court notices.
- By clicking on the **case number**, you will be asked to enter your *PACER* login and password in order to view the **docket sheet**.
- By clicking on the **document number**, the hyperlink provides you with one “free” look at the document which was just filed. If you do not open the hyperlink within 15 days of the file date, the *ECF System* will delete the hyperlink, and you will be directed to *PACER* if you wish to view the document. (Each recipient of the e-mail, e.g., individuals listed in a *Filing User's* additional addresses, gets their own “free” look.)

It is recommended that you save and/or print the e-mail *NEF* and/or filed document(s) for future use. Otherwise, future access is available via *PACER*.

C. Query, Reports, Utilities, and Other Miscellaneous Information

1. General Information

This section of the manual describes other features of the *ECF System* which you need in order to efficiently file and manage the documents in your case. This portion of the manual is to be used in conjunction with the *ECF Policies and Procedures* located on

the court's website as well as Part I and Part II, Sections A, B, and C of the *Attorney User Manual*.

For questions about policies and procedures not covered in this manual, call the Help Desk or visit the court's website at www.tnwd.uscourts.gov for instructions.

2. Features

These are the basic features you will need to efficiently file and manage your documents:

Add/Create a New Party (Civil/Criminal)
Linking Documents (Civil/Criminal)
Query
Reports
Utilities
Logout

a. Add/Create a New Party (Civil/Criminal)

In rare cases, you may need to add a party to the *ECF System*. If the party you represent is not listed in the “Select a Party” screen as shown, click on “Add/Create New Party.”

After you click on “Add/Create New Party,” the screen depicts the search you must first perform to see if your party is already entered in the *ECF System*. Type the first few letters of the party's last name for an individual or the first few letters of a company's name and click on the **[Search]** button.

- Always look to see if the party is already in the *ECF System*.
- Duplicate parties create problems because *Filing Users* add a variety of names for parties, e.g., Governor Sanford, Mark Sanford, Mark C. Sanford, etc.

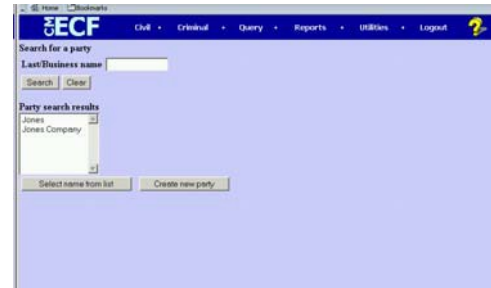
- Common names such as US, USA, United States, United States of America, etc., should already be in the *ECF System* in correct form. A *Filing User* should select a name already in the *ECF System* if possible.

For additional information, see Case Information, ECF Guide to Adding Parties on the court's website tnwd.uscourts.gov



The *ECF System* will display a list of party names to match the criteria given or will indicate there is not a match.

If the name of the party you represent appears in the list, click on it and then click the **[Select name from list]** button.



Check the information on the “Party Information” screen shown to ensure that the party’s role for this filing is correct.



If no match is found or if your party does not appear on the “Search for Party” screen shown earlier, click **[Create new party]**. The *ECF System* will display a screen for you to enter party information.

- For a company, enter the entire company name in the “Last name” field. DO NOT use abbreviations or punctuation. Choose the appropriate “Role” from the drop-down list. Click the **[Submit]** button.



- For an individual, enter the individual’s full name. DO NOT use abbreviations or punctuation. Choose the appropriate “Role” from the drop-down list and indicate “yes” or “no” if the party is proceeding *pro se* by clicking on the arrow next to “*Pro se*.” Click the **[Submit]** button.
- Leave all other fields blank.

b. Linking Documents (Civil/Criminal)

Some documents (*e.g.*, memoranda and responses) should be “linked” to their related documents (*e.g.*, motions) in the case. When filing these and certain other types of documents, you will be presented with the screen shown.

An “event” in the *ECF System* is anything that has been filed in a case. To link the document you are currently filing to a previously-filed document, check the box next to the document you feel should be linked to your document and click on the **[Next]** button.



Because there could be multiple events with similar names, it is imperative that you ensure that you are linking to the correct document. This is another reason the addition of descriptive docket text, *e.g.*, not just “motion to compel” but “motion to compel deposition of Bill Jones,” and descriptions for attachments are so important.

If you are uncertain of the document you are attempting to link, you must have a *PACER* account to preview the document. To proceed without stopping the docketing sequence, follow these steps:

- Right-click on **[Reports]** or **[Query]** from the Attorney Event Menu Bar.
- Left-click on **[Open]** in the new window.
- Proceed with the *PACER* login and obtaining the information desired.
- Switch back to the *ECF Systems* window and proceed to link your filing.

Query

Filing Users should use this feature to query the *ECF System* for specific case information. To enter the “Query” mode, click on the **[Query]** button from the Attorney Event Menu Bar as shown.



The *ECF System* opens the *PACER* login screen. You must enter your *PACER* login and password before the *ECF System* permits you to query the *ECF System* database. Your *PACER* login and password are different from your *ECF System* login and password. You must have a *PACER* account in order to retrieve, view, and print certain documents.

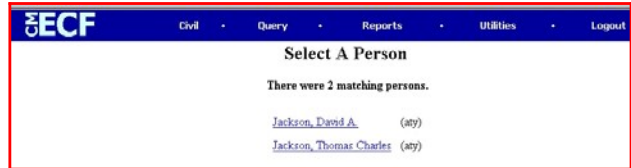
After you enter your *PACER* login and password, the *ECF System* opens a “Query” data entry screen as shown.

You may query by case number, party, attorney, file date, nature of suit, type, etc.

If you know the number that the court has assigned to the case, enter it in the case number field and click on the **[Run Query]** button.

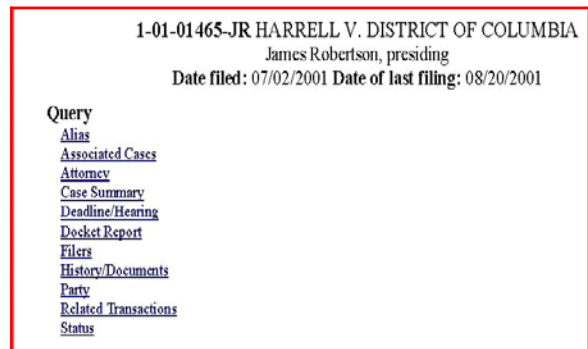
If you query the database for the name of a party or an attorney to a specific case, enter the last name in the appropriate field. If more than one person with the name is in the database, the *ECF System* displays a screen from which to select the correct name, as shown.

After querying the database by case number, name, or nature of suit, the *ECF System* will open the “Query” window for the specific case you selected.



You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970. Please note, a search of all cases will take longer to run than a search that is date restricted.

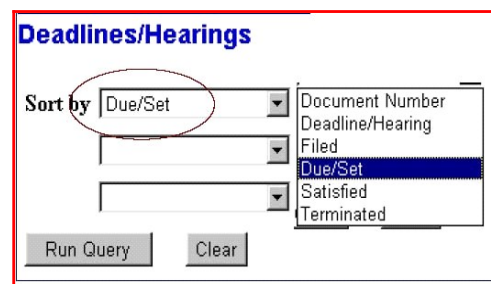
When you run the query, if there is more than one case that meets the criteria, you will get a screen similar to the graphic above which lists multiple case numbers.



At the top of the window as shown, the *ECF System* displays the case number, parties to the case, presiding judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate options on the screen. The process for selecting and running other queries is similar.

(1) Deadlines/Hearings

This option provides information on hearings and other deadlines. If you query as illustrated, the *ECF System* opens the “Deadline/Hearings” screen.



After the window opens, if you click on a document number, the *ECF System* will display the actual entry that created the deadline or hearing.

1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA
James Robertson, presiding
Date filed: 07/02/2001 Date of last filing: 08/20/2001

Deadlines/Hearings

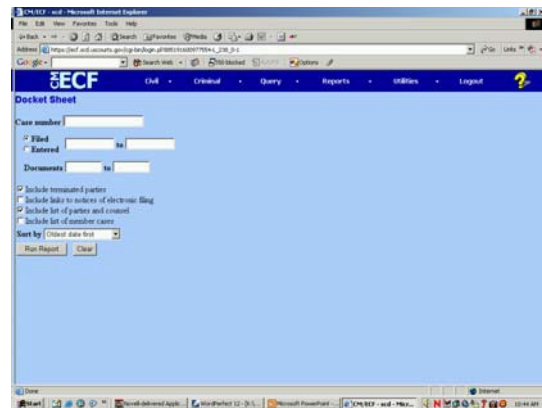
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

(2) Docket Sheet Report

When you select “Docket Sheet” report, the *ECF System* opens the “Docket Sheet” report screen, as shown.

You may select a date range for your docketing report, as well as a range of docketing numbers. If you leave the range fields blank, the *ECF System* will default to print the entire docket sheet report. Place a checkmark in the box to include links to the *NEF* if you wish to view them from the docket sheet report. After you have selected the parameters for your report, click on the **[Run Report]** button.



The *ECF System* will run your custom docket sheet report and display it. The document numbers are hyperlinks to *PDF* files of the actual documents.

Place your pointer on the silver ball button next to the document number and click to display the *NEF* for the document.

(3) History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on “History/Documents,” the *ECF System* opens the screen depicted.



You may select the sort order for this report and choose to exhibit all events or only those with documents attached. The *ECF System* also offers you the option to display the docket text in the report.

After making your selections, click on the **[Run Query]** button. The *ECF System* queries the database and builds your report. Here is an example of a portion of a “History/Documents” report.

Doc#	Dates	Description	Private Event	Type	Subtype	Docket Part ID
1	08/20/2001	Meet and Confer Statement 08/20/2001		meet	meetDC	34
		Docket Text: MEET AND CONFER STATEMENT (Lawyer Bill)				
1	08/20/2001	Scheduling Order 08/20/2001		order	order	36
		Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM, pay trial set for 7/9/2002 at 9:30 AM, status conference set for 1/9/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (ME.)				
1	08/20/2001	Final Pretrial Conference 08/20/2001		order	order	37
		Docket Text: SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM, pay trial set for 7/9/2002 at 9:30 AM, status conference set for 1/9/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (ME.)				
		Docket Text: Meet and Confer Hearing held on 8/20/2001 before Judge James Robertson in chambers. (Not reported) (inp.)		hearing	hearing	32
		Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/20/2001 02:00 PM before Judge James Robertson in chambers. (inp.)		calen	calen	17
		Docket Text: Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/20/2001 02:00 PM before Judge James Robertson in chambers. (inp.)		calen	calen	18

This particular report lists all the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

d. Reports

The **[Reports]** feature of the *ECF System* provides the *Filing User* with several report options. After selecting the **[Reports]** feature from the Attorney Event Menu Bar, the *ECF System* opens the “Reports” screen, as shown in the graphic. You may view court calendar events, docket activity report, and written opinions for a case without logging into *PACER*. Other reports require a *PACER* login.

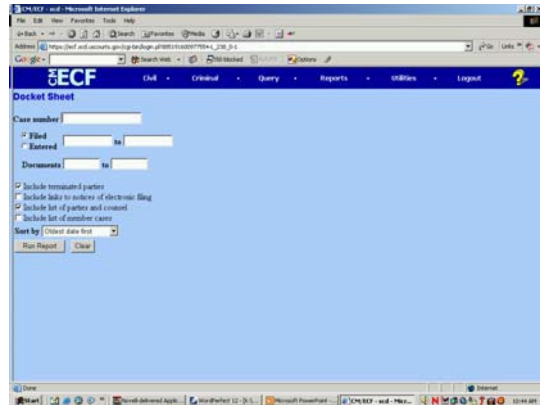
Following are instructions for docket sheets, docket activity, written opinions, and civil cases. The process for selecting and running other reports is similar.



(4) Docket Sheet

Click on the **[Docket Sheet]** option. The *ECF System* opens the *PACER* login screen.

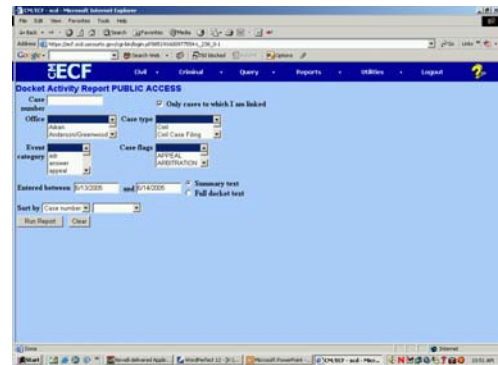
Enter your *PACER* login and password. Click on the **[Login]** button and the *ECF System* will open the “Docket Sheet” report query window.



This is the same query window that the *ECF System* displayed when you selected “Docket Sheet” report from the **[Query]** button. Enter the case number for your docket sheet in the case number field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. The *ECF System* will display a full docket sheet for the case selected.

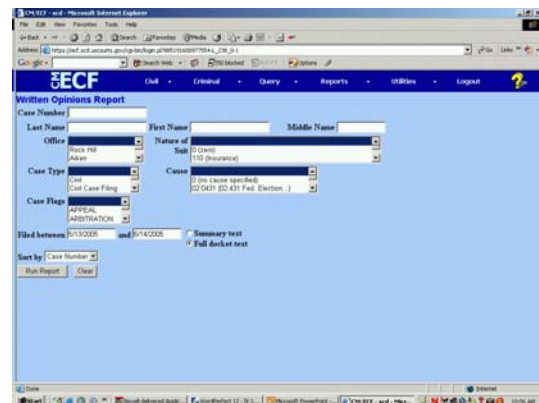
Docket Activity Report

This report shows you what event were docketed during a specified period of time. You can select from a variety of criteria. The Activity in My Cases report will allow an attorney to run a daily (one day at a time) transaction of any activity in any of his or her cases. This will help an attorney who feels he or she may have missed an *NEF* on a particular day.



(5) Written Opinions Report

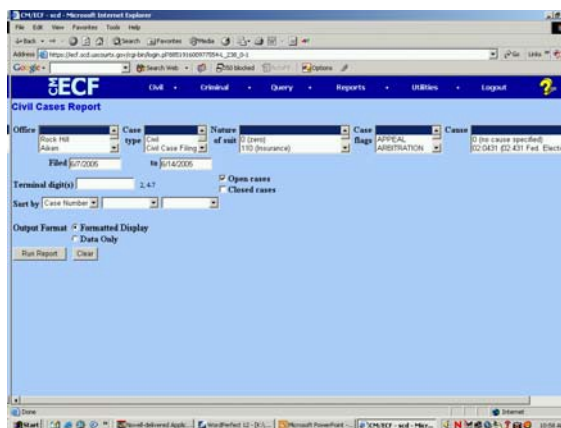
The E-Government Act of 2002 mandated the change that “The courts must make written opinions available in a text-searchable format via the web.” (The judge may use an s/ name or a graphical signature as long as the document is converted in such a way as to maintain text searchability.)



If a PACER user runs a docket report, the user will be charged for the docket report, but if the user clicks on the document number hyperlink for an opinion order, the user will not be charged for viewing the document. If the user clicks on a document number hyperlink for an order which is not an opinion order, the user will be charged for viewing the document.

(6) Civil Cases Report

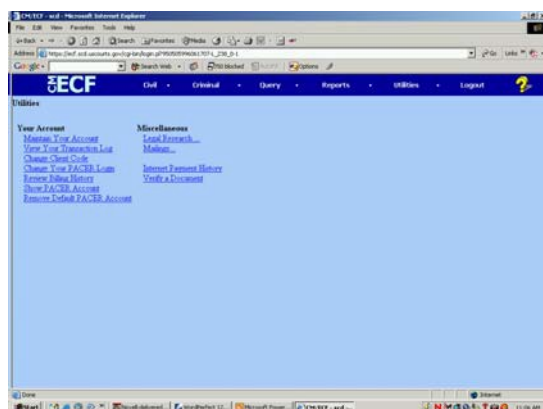
The “Civil Cases Report” provides you with the flexibility to query the *ECF System* database to locate cases electronically filed within a specific date range or by nature of suit and cause code. When you click on “Civil Cases,” the *ECF System* will display the *PACER* login screen. Login to *PACER* and the *ECF System* will open the “Civil Cases Report” screen, as shown.



Enter the range of case filing dates for your report and select a nature of suit or cause code if you wish to narrow your search. If you leave all fields blank, the *ECF System* will display a report for all cases opened in the *ECF System*.

Case Number/ Title	Case Dates	Days Pending	Notes
2:04-cv-00851-CMC Asadourian v. Johns et al	Case filed: 01/12/2005	11	Cause: 28.2410 Quiet Title NOS: 894 Energy Allocation Act Office: Charleston Presider: Cameron McGowan Currie Jury demand: Both
2:04-cv-00852-CMC Asadourian v. Johns et al	Case filed: 01/12/2005	11	Cause: 28.2410 Quiet Title NOS: 894 Energy Allocation Act Office: Charleston Presider: Cameron McGowan Currie Jury demand: Both

The far-left column of the “Civil Cases Report” contains hyperlinked case numbers. If you click on a particular case number, the *ECF System* opens the “Docket Sheet” report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a “Docket Sheet” report.



e. Utilities Feature

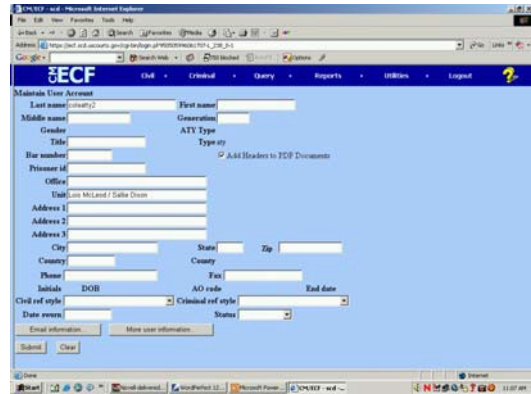
The [Utilities] feature provides the means for the *Filing User* to maintain their account in the *ECF System* and to view all of their *ECF System* transactions.

(7) Your Account

This section of the [Utilities] feature provides you the capability to maintain certain aspects of your *ECF System* account with the court and to view a log of all your transactions within the *ECF System*.

(8) Maintain Your Account

Go to the “Maintain Your Account” option to open the “Maintain User Account” information screen.

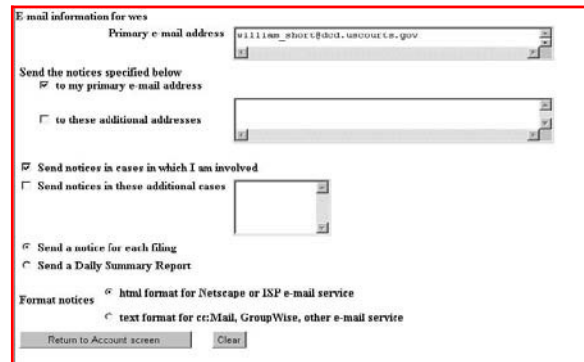


This screen displays all of the registration information that is contained within the *ECF System* database for your account with the court. It is read-only. If you discover any incorrect information that needs to be changed, please notify the court immediately.

Notice the “Add headers to PDF documents” box. E-filed documents do not have the traditional filed stamp; rather, there is an electronic stamp which appears at the top of each page indicating information about the filing, including filed date. If you do not want that header, uncheck that box.

Clicking on the [E-mail information] button opens another screen.

The *ECF System* will e-mail to parties their *NEF* based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish the *ECF System* to notify regarding new case documents.



- Enter a check mark by clicking in the box to the left of the line, which reads “to these additional addresses.”
- Enter the e-mail addresses of those individuals you wish to notify concerning your cases. You can enter approximately ten (10) e-mail addresses.
- C On this screen, you can indicate that you would like to receive notice in additional cases (in which you are not involved). You would then receive the *NEFs* in those cases; however, your name would not be listed on the *NEF* unless you are an attorney in the case.
- This is also the screen where you choose whether to receive a notice for each filing or a daily summary report. This selection applies to primary e-mail addresses and to all additional addresses.

After updating your account information, click on the **[Return to Account screen]** button to return to your “Maintain User Account” screen.

(9) Change Password

To edit or view login information about your account, select the **[More User Information]** button, from the “Maintain User Account” screen, as shown.

This screen displays the *Filing User's* login information and provides the means to change your *ECF System* password. Notice that the *ECF System* displays a string of asterisks in the “Password” field.

To change your *ECF System* password, place your cursor in the “Password” field and delete the asterisks. Type in your new password. The *ECF System* displays the actual characters of your new password as you type. When you have completed your interface with the *ECF System* from this screen, click on the **[Return to Account screen]** button to reopen the “Maintain User Account” screen.

NOTE: You should change your password periodically to keep it from being compromised.

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the “Maintain User Account” screen to submit your changes to the *ECF System*. The *ECF System* will notify you on-screen that your updates were accepted. If you changed passwords, you may begin using the new password during your next *ECF System* session.

NOTE: If you have lost or misplaced your login information, please send an e-mail to cmecfhelpdesk@tnwd.uscourts.gov or call the Help Desk.

(10) View Your Transaction Log

From the “Utilities” screen, click on the **[View your Transaction Log]** button. The *ECF System* opens a screen with two fields for entering your date selection criteria. Enter the date range for your report and click on the **[Submit]** button. The *ECF System* displays a report of all your transactions in the *ECF System* within the date range you specified for date selection criteria.

Use this feature to review your transactions and to verify that all of the transactions you entered are reflected in the “Transaction Log” and that no unauthorized individuals have entered transactions into the *ECF System* using your login name and password.

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Text Document)(wes,)
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN Responses due by 9/30/2001. Replies due by 9/30/2001. (wes,)
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes,)
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to final. Signed by Judge without comment on 08/28/01. (wes,)
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] Preliminary Injunction filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes,)
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] Permanent Injunction filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper)(wes,)
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty by ARLENE ACKERMAN Responses due by 9/31/2001. Replies due by 9/31/2001. (wes,)
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by DEMITRIA RICE Responses due by 9/31/2001. Replies due by 9/31/2001. (wes,)
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to cease and desist the assignment of plaintiff to cafeteria monitor by DEMITRIA RICE Responses due by 9/10/2001. Replies due by 9/14/2001. (wes,)
3431	09/04/2001 14:21:26		Updated person record: wes Prod 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
Total Number of Transactions: 11			

If you believe or suspect someone is using your login and password without your permission, change your password immediately, then telephone the court's Help Desk as soon as possible.

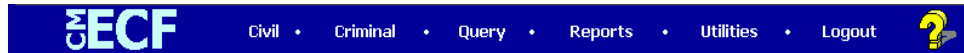
(11) Other Features

The *ECF System* provides three miscellaneous functions within the **[Utilities]** option of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the "Legal Research" option from the "Miscellaneous" screen, the *ECF System* opens a new screen that contains hyperlinks to a law dictionary, a medical dictionary, and legal research resources (Westlaw and Lexis via the Internet). Select the "Verify a Document" option to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a "Mailings" option that opens a new screen for requesting mailing information or labels from the *ECF System*.

f. Logout



After you have completed all of your transactions for a particular session in the *ECF System*, you should exit the system.

Click on the **[Logout]** option from the *ECF System* Attorney Event Menu Bar. The *ECF System* will log you out of the system and return you to the *ECF System* "Login" screen.

g. Clearing Cache

Why do I need to clear my cache?

Even though pages on a site may have been updated, you may be viewing old information if your browser's cache (pronounced "cash," a type of electronic memory) is not being cleared as frequently as it should be.

Generally, the first time you enter a Web address, your browser goes to the Internet to get the information you are requesting and temporarily stores it in the cache. When you request information at the same address again, your browser goes to the cache first, rather than directly to the Internet, to retrieve the information. For this reason, the information stored in the cache may be outdated.

We recommend that you set your browser so that the cache is automatically cleared out frequently and your system is always retrieving fresh information directly from the Internet.

Following are instructions for use with the *ECF System's* recommended browsers. If you are using a different version or browser manufacturer, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

For Internet Explorer:

1. On the Tools menu of your toolbar, click Internet Options.
2. Click the General tab.
3. In the Browsing History section, click the Delete button.
4. A new window will pop up. Check **only** Temporary Internet Files.
5. Click Delete. The new window will close.
6. Click OK to close Internet Options.

For Mozilla Firefox:

1. On Windows, select Options from the Tools menu.
2. On a Macintosh, select Preferences from the Edit menu.
3. Click the Advanced button.
4. Select the Network tab.
5. In the Cached Web Content section, click the Clear Now button.

For Google Chrome:

1. From the “wrench” menu, select Tools → Clear Browsing Data.
2. Check **only** Empty the Cache.
3. Click the Clear Browsing Data button.

APPENDIX C

Guidelines for Professional Courtesy and Conduct



UNITED STATES DISTRICT COURT

Attorney Conduct

GUIDELINES FOR PROFESSIONAL COURTESY AND CONDUCT

Acknowledgments

In 1988, the Board of Directors of the Memphis Bar Association, acting on the theme of "Professionalism" adopted by President Jerome Turner during his tenure in office, appointed a Committee on Professionalism composed of six highly respected lawyers and judges:

-Walter P. Armstrong, Jr., Esquire, former President of the Tennessee Bar Association;

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Leo Bearman, Jr., Esquire, former President of the Memphis & Shelby County Bar Association and recipient of the Sam A. Myar, Jr. Memorial Award;

-The Honorable Bernice B. Donald, first black female ever appointed to the United States Bankruptcy Court;

-David J. Harris, Esquire, former President of the award-winning Young Lawyers Division of the Memphis & Shelby County Bar Association;

-The Honorable Charles O. McPherson, a judge of the Circuit Court of Tennessee since 1973; and

-John J. Thomason, Esquire, a member of the American College of Trial Lawyers and also recipient of the Sam A. Myar, Jr. Memorial Award.

Their assigned task – to compose a statement of the conduct expected of a true professional by one's fellow lawyers.

These men and Judge Donald brought to this task established reputations for understanding and exemplifying the concept of professionalism; years of experience in dealing with other lawyers and judges on a plane above normal; and a willingness to help engender a concrete recognition that our responsibilities as lawyers do not stop with zealous representation of our clients.

These Guidelines for Professional Courtesy and Conduct are the product of their valued collective judgment and wisdom, and the Memphis Bar Association expresses its deep gratitude for their diligent efforts, many hours of work and their evident understanding and expression of the fact that the practice of law is truly a profession.

Introduction

The words that you are about to read and the concepts conveyed by these words are an expression by the lawyers of Memphis and Shelby County, Tennessee, of the level of professional conduct to which they aspire in their everyday practice of a demanding and challenging calling, a career that far transcends the business of making a living.

In these days, however, when the consumer has come to set the pace, when financial demands are ever present, when competition for clients appears pervasive and the legal profession sees itself being dragged along in the grip of change, it does the members of this magnificent profession well to momentarily pause to remember that the success of a lawyer cannot be measured alone by the number of verdicts won, nor by the amount of fees earned, but must take into account the means by which the verdicts are won and the fees are earned.

These guidelines do not attempt to set forth new standards of minimally acceptable conduct, nor to suggest that transgression should subject a lawyer to sanctions beyond the mental or emotional rejection of such transgressions by peers. What these guidelines do attempt is to remind us as lawyers, both young and old, experienced and inexperienced, trial and commercial, that the true value of our profession can be seen in a lawyer's recognition that he or she truly owes broad duties to this legal system itself, duties which render us committed to the continued improvement and success of this nation's effort to afford justice in our civilization – based not on a man's dictates but on laws that apply not just to some, but to all.

Judge Jerome Turner

December 1998

Preamble

A lawyer's duty to each client is to represent that client zealously within the bounds of the law. In striving to fulfill that duty, a lawyer must ever be conscious of the broader duty owed to the legal system which is designed to resolve human and societal problems in a rational and logical manner.

A lawyer owes to the judiciary a duty of candor, honesty, diligence and utmost respect.

A lawyer owes to opposing counsel a duty of courtesy, fairness, and cooperation.

A lawyer should strive to achieve higher standards of conduct than those called for by the Code of Professional Responsibility.

A lawyer owes to the administration of justice a duty of personal dignity and professional integrity.

In furtherance of these fundamental concepts, the following Guidelines for Professional Courtesy and Conduct are hereby adopted. These Guidelines are not intended nor should they be construed as establishing any minimum standards of professional care or competence. The sole purpose of adopting these Guidelines is to promote and foster the ideals of professional courtesy, conduct and cooperation set out above.

I. Courtesy, Civility, and Professionalism

1. A lawyer should treat the opponent, the opposing party, the court and the members of the court staff with courtesy and civility, conducting business in a professional manner at all times.
2. A lawyer has not right, even when called upon by a client to do so, to abuse or to indulge in offensive conduct towards the opposite party. A lawyer should always treat adverse witnesses and parties with fairness and due consideration.
3. While in adversary proceedings, clients are litigants, and while ill feelings may exist between them, such ill feeling(s) should not influence a lawyer's conduct, attitude, or demeanor towards opposing lawyers.
4. A lawyer should do all that is necessary to ensure that clients, the public, and other lawyers respect the judicial system. To this end, a lawyer should:
 - (a) Never knowingly misstate fact or law, regardless of any pressure to do so.
 - (b) Not engage in tactics that complicate or delay matters unnecessarily.
 - (c) Avoid creating unrealistic expectations of a client or the public.
 - (d) Avoid denigrating the legal profession, the court system or adversary counsel.
5. A lawyer should encourage methods and practices which simplify and make less expensive the rendering of legal services.
6. A lawyer should never institute or pursue a legal procedure solely for the lawyer's own profit where there is no reasonable expectation that it will advance or contribute to the best interest of the client.
7. A lawyer should preserve and respect the law by observing all duties to the community and to the Profession. To this end, a lawyer should:
 - (a) Contribute time and expertise to those unable to otherwise afford representation of their interests.
 - (b) Participate in public service and public education activities through personal involvement and financial contributions, and encourage fellow lawyers to do the same.
 - (c) Work to develop among lawyers a strong commitment to the ideals of integrity, honesty, competence, fairness, independence, courage, and dedication to the public interest.
8. A lawyer should recognize the importance of communication with both clients and adversaries. A lawyer should return all telephone calls and respond to all correspondence promptly.
9. A lawyer should never deceive the court or another lawyer.
10. A lawyer should honor promises or commitments made to another lawyer.
11. A lawyer should make every reasonable effort to cooperate with opposing counsel.
12. A lawyer should maintain a cordial and respectful relationship with opposing counsel.
13. A lawyer should seek sanctions against opposing counsel only where required for the protection of the client or of the legal system and not for mere tactical advantage.
14. A lawyer should not make unfounded accusations of unethical conduct about opposing counsel.
15. A lawyer should never intentionally embarrass another lawyer and should avoid personal criticism of another lawyer.
16. A lawyer should always be punctual.

II. Professional Conduct in Litigation

1. A lawyer should respect the schedule and commitments of opposing counsel, clients and the courts, thereby promoting the efficient administration of justice and public confidence in our profession. To this end, a lawyer should:
 - (a) Consult opposing counsel, when practical, before scheduling hearings and depositions.
 - (b) Avoid unnecessary continuances of trials, hearings or depositions.
 - (c) Immediately notify opposing counsel and the court of scheduling conflicts.
2. A lawyer should consult opposing counsel in an effort to resolve matters by agreement before filing motions or requesting hearings.
3. A lawyer should refrain from engaging in unnecessary, excessive or abusive discovery. Requests for production of documents should not be excessive or designed solely to place a burden on the opposing party.
4. A lawyer should comply fully with reasonable discovery requests and should not countenance obstructive or evasive tactics. To this end, a lawyer should:
 - (a) Exchange information voluntarily, when practical, without formal discovery requests.
 - (b) Upon request, produce all responsive documents, and produce them as they are kept in the ordinary course of business or organize and label them to correspond with the categories in the request.
5. A lawyer should stipulate to matters where they are undisputed or where no genuine basis for objection exists.
6. A lawyer should always contact opposing counsel in an effort to resolve litigation. Since most cases are ultimately settled, initiating such discussions at the outset is recognition of reality, not a sign of weakness.
7. A lawyer should make reasonable efforts to conduct all discovery by agreement.
8. A lawyer should not use any form of discovery, or the scheduling of discovery, as a means of harassing opposing counsel or an opposing party.
9. A lawyer should, when practical, consult with opposing counsel before scheduling hearings and depositions in a good faith attempt to avoid scheduling conflicts.
10. A lawyer should avoid unnecessary delays. To this end, a lawyer should:
 - (a) Give notice of cancellation of depositions and hearings to the court and opposing counsel at the earliest possible time.
 - (b) Submit any proposed order promptly to opposing counsel and attempt to reconcile any differences before presenting it to the court.
 - (c) Respond promptly to any proposed order submitted by opposing counsel.
11. A lawyer drafting a proposed order should reflect in it clearly and accurately the ruling of the court and nothing more.
12. A lawyer should serve copies of all briefs upon opposing counsel at the time that they are filed with the court.
13. A lawyer should not take a default judgment without first giving reasonable notice to opposing counsel or to the opposing party if not represented by counsel of his intention to do so, and should agree to set aside such a default judgment when reasonable cause exists and his client upon his recommendation consents.
14. A lawyer should grant reasonable extensions of time to opposing counsel where such extensions will not have a material adverse effect on the rights of the client.
15. A lawyer should not attempt to obtain an advantage by informal communication with the court.

III. Professional Conduct in Business and Commercial Practice

1. A lawyer should determine the sophistication, goals and demands of the client before representing the client in a transaction.
2. A lawyer should ascertain and respect the scope of the negotiating authority granted by the client.
3. A lawyer should be guided by the clients goal in completing a transaction. To this end, a lawyer should:
 - (a) Utilize terms which are clear, concise and practical in drafting documents.
 - (b) Not make an issue of matters of form when revising documents. Pride of authorship, when matters of substance are not involved, only contributes to delay and cost in a transaction.
4. A lawyer should not seek tactical advantage by delaying negotiations until the last minute. To promote efficiency and fairness a lawyer should, whenever possible, treat the negotiation of a transaction and the closing thereof as mutually exclusive activities.
5. A lawyer should not use the threat of legal proceedings or of the possible effect thereof as a means of obtaining an unjustified advantage for a client.
6. When a lawyer requires as part of a transaction an opinion letter from another lawyer, it should deal only with the matters requested, any reservations being clearly stated.

APPENDIX D

Mediation Plan



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE**

**MEDIATION PROGRAM PLAN
for the
UNITED STATES DISTRICT COURT
for the
WESTERN DISTRICT OF TENNESSEE**

1. Selection of Court Certified Mediators

If the case is referred to the Court's mediation panel, the parties will jointly select the Court Certified Mediator, with the assistance of the Clerk's Office. The Clerk's Office will provide the parties with a list of names of five Court Certified Mediators, selected randomly from the Court's mediation panel. If the parties cannot reach agreement on a mediator from the list, they will so notify the judge assigned to the case who will then resolve the issue.

2. Process of Random Selection

a. Memphis Venue

The Clerk's Office will maintain a computerized file of Court Certified Mediators who agree to hear cases in Memphis. This may include mediators from the Jackson division. Mediators' names will appear in the mediator assignment pool four times each, representing four opportunities to be selected. Only the name of the Court Certified Mediator who is agreed upon by the parties will be credited for an assignment, leaving that mediator three more opportunities to be selected from the pool. One of the four "opportunities to be selected" will be confined to pro bono assignments only.

When the pool is close to depletion (ten or fewer names), the Clerk's Office will replenish it, as outlined in the preceding paragraph.

b. Jackson Venue

The Clerk's Office will maintain a computerized file of Court Certified Mediators who agree to hear cases in the Jackson division. This may include mediators from Memphis. Mediators' names will be represented in an automated assignment pool as outlined above, except that separate rosters will be maintained of attorneys who live in the Jackson division and those who live in the Memphis division. Parties will select a mediator from a list of five mediators, three of whom will be from the Jackson pool and two of whom will be Memphis mediators agreeing to accept Jackson assignments.

3. Scheduling the Mediation

When the parties agree on a Court Certified Mediator, they will be asked to sign an Agreement to Mediate (see attached). The Agreement to Mediate will be retained in the Clerk's Office, copies will be given to the parties, and a copy will be forwarded to the mediator. Upon receipt of the Agreement to Mediate, the mediator will notify the Clerk's Office whether he or she will accept the assignment.

If the assignment is accepted, the mediator will contact the parties and schedule the mediation. Rooms in the Federal Building will be made available through the Clerk's Office, if desired.

4. Certification and Training of Mediators

The initial group of Court Certified Mediators will be nominated by the CJRA Advisory Group. A subcommittee of the CJRA Advisory Group will screen and select proposed mediators from the names submitted. The requirements for mediators are:

- a. license to practice in the state of Tennessee;
- b. ten or more years trial experience; and
- c. substantial trial experience in Federal Court.

The list of proposed mediators selected by the subcommittee will be submitted to the Advisory Group for an assessment of qualification. The Advisory Group will rate the mediator candidates as highly qualified, qualified, or not currently qualified and will recommend the highly qualified and qualified candidates to the court for its consideration.

Attorneys approved by the court will be contacted to determine their interest in participating. They must agree to the following requirements:

- b. To complete federal mediation training at their own expense (approximately \$500). The mediation training program will be scheduled by the Clerk's Office;
- c. To abide by the fee structure outlined in the Agreement to Mediate;
- d. To accept at least one *pro bono* case per year, if assigned; and
- e. To complete evaluation forms following each mediation.

In addition, the mediators will be asked whether they are willing to accept mediation assignments in Memphis or Jackson, or both. If available for both venues, an administrative fee of Two Hundred Dollars (\$200) to cover time and travel expenses will be provided by the parties to mediators who are required to travel between Jackson and Memphis to mediate.

Attorneys who meet all requirements will be considered for certification by the Court to participate on the Court's mediation panel.

As soon as the Mediation Program is implemented and the initial group of Court Certified Mediators are trained, the Clerk's Office will advertise and solicit applications from attorneys interested in serving as Court Certified Mediators. Applicants will be screened by a subcommittee of the Advisory Group and rated by the Advisory Group before submission to the Court for consideration.

A maximum of fifty (50) mediators in Memphis and twenty (20) mediators in Jackson will be selected. These numbers include the mediators on the initial list.

Thereafter the Clerk's Office will accept and hold applications to be screened as vacancies occur on the lists of mediators.

5. Evaluation of the Program

The Clerk's Office will design and distribute Mediation Evaluation Forms to be completed by the parties, their counsel, and the mediator at the end of mediation and returned to the Clerk's Office. The Clerk's Office will periodically compile the results on the forms and summarize them in a report to the Court, along with any recommendations for improvements to the mediation program.

The Court will periodically assess the mediation program and make any needed modifications in the Mediation Procedure for the United States District Court for the Western District of Tennessee.

6. Report on the Outcome of Mediation

When the mediation is completed, the mediator shall immediately submit to the Clerk's Office a report of the status of the case on a form supplied by the Clerk's Office. If the case is resolved, it is the duty of the parties to file a stipulation of dismissal or consent judgment. If the case is not resolved, the mediator will indicate whether further mediation at a later time is planned or recommended. In any event, the case proceeds without further order of the court in accordance with the local rules of the Court.

7. Costs

To the extent provided in F.R.C.P. 54(d)(1), if the case is litigated to a verdict, the prevailing party may request payment of the fees and expenses of the mediator as costs.

8.

9. **Private Mediation**

Parties are free, at any time, to engage in private mediation or other forms of alternative dispute resolution (ADR) independent of or in addition to mediation with a Court Certified Mediator. The parties shall give notice to the Court of an agreement to engage in private ADR proceedings in order to assist the Court in maintaining its docket.