

<b>UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW JERSEY JUDICIAL PREFERENCES</b>	
<b>U.S. DISTRICT JUDGES</b>	<b>JUDICIAL PREFERENCES</b>
Hon. Renée Marie Bumb	<p><b>One Courtesy Copy:</b> Motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p><b>Jury Charges:</b> On disk in Word format.</p> <p><b>Individual Judicial Preferences</b> Refer to the Hon. Renée Marie Bumb’s individual page under the Judicial Preferences tab on the District Court internet for the link to her <u><a href="#">Individual Judicial Preferences &amp; Procedures</a></u> document.</p>
Hon. Madeline Cox Arleo	<p><b>One Courtesy Copy:</b> Of all motion papers required, mailed directly to chambers.</p> <p><b>Pro Hac Vice:</b> If consented, may be faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><b>Consent Orders:</b> Faxed to chambers.</p> <p><b>Extensions of Time:</b> If consented may be faxed to chambers; if not consented, send letter to chambers via e- filing and regular mail.</p>
Hon. Claire C. Cecchi	<p><b>One Courtesy Copy:</b> Motion papers required, mailed directly to chambers.</p> <p><b>Pro Hac Vice:</b> If consented, may be faxed to chambers; if not consented, follow regular motion procedures (electronically with courtesy copy mailed to chambers).</p> <p><b>Consent Orders:</b> Faxed to chambers.</p> <p><b>Extension of Time:</b> If consented may be faxed to chambers; if not consented, follow the regular motion procedure (electronically with courtesy copy mailed o chambers).</p> <p><b>Judge Assignment:</b> Magistrate Judge Clark is teamed with Judges Cecchi, Arleo, and Vazquez.</p>
Hon. Stanley R. Chesler	<p><b>Courtesy Copies:</b> Motion papers as required in the Court’s Policy &amp; Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Mary Little Cooper	<p><b>One Courtesy Copy:</b> Motion papers as required in the Court’s Policy &amp; Procedures mailed to chambers marked “Courtesy Copy”. Exhibits to documents must be tabbed.</p> <p>Consent Orders, Stipulations, Proposed Orders (other than proposed orders accompanying motion papers): Sent by regular mail to chambers.</p>
Hon. Dickinson R. Debevoise	<p><b>One Courtesy Copy:</b> Motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or hand delivery to chambers.</p>

Hon. Katharine S. Hayden	<p><b>Two Courtesy Copies:</b> All motion papers, briefs and letter memoranda by regular mail directly to chambers.</p> <p><b>Proposed Orders:</b> By email to <a href="mailto:njdnef_hayden@njd.uscourts.gov">njdnef_hayden@njd.uscourts.gov</a> in Word Perfect or Word format.</p>
Hon. Noel L. Hillman	<p><b>One Courtesy Copy:</b> Motion papers, briefs, letter memoranda, and proposed orders marked “Courtesy Copy” sent by regular mail to chambers.</p> <p><b>All Pretrial Submissions</b> such as voir dire, jury instructions and verdict sheet on disk in Word format.</p> <p><b>Correspondence:</b> Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email without express consent of Chambers.</p>
Hon. Joseph E. Irenas	<p><b>Courtesy Copies:</b> One courtesy copy of all motion papers, briefs, letter memoranda, and proposed orders in excess of 30 pages in total should be sent to chambers by regular mail or a delivery service and marked “courtesy copy”.</p>
Hon. Robert B. Kugler	<p><b>Courtesy Copies:</b> Motion papers as required in the Court’s Policy &amp; Procedures mailed to chambers marked “Courtesy Copy”.</p>
Hon. Jose L. Linares	<p><b>One Courtesy Copy:</b> Motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked “Courtesy Copy”.</p> <p><b>Proposed Orders:</b> Motions and routine proposed orders should also be submitted to chambers by email to <a href="mailto:njdnef_linares@njd.uscourts.gov">njdnef_linares@njd.uscourts.gov</a> in Word Perfect format. Further, the case name and docket number should be included in the subject line.</p>
Hon. William J. Martini	<p><b>All Submissions:</b> Including correspondence, must be electronically filed via CM/ECF.</p> <p><b>All Requests:</b> Should be accompanied by a proposed order.</p> <p><b>All Briefs and Proposed Orders:</b> Must be filed in searchable PDF format. All other documents, such as exhibits, may be filed in non-searchable PDF format.</p> <p><b>One Courtesy Copy:</b> Proposed orders, motion papers, briefs, and accompanying exhibits must be sent by regular mail to chambers. Courtesy copies should be marked “Courtesy Copy.” Please do not send courtesy copies of letter correspondence.</p> <p><b>No Submissions will be accepted via fax or email without the express consent of chambers</b></p>
Hon. Kevin McNulty	<p><b>All submissions:</b> Including correspondence, must be electronically filed via CM/ECF.</p> <p><b>One Courtesy Paper Copy:</b> Of all motion papers, marked “Courtesy Copy,” should be sent to chambers by regular mail or by hand.</p> <p><b>Proposed Orders and Jury Charges:</b> An additional copy, in Microsoft Word or WordPerfect format, should be emailed to: <a href="mailto:njdnef_mcnulty@njd.uscourts.gov">njdnef_mcnulty@njd.uscourts.gov</a>. Email subject line and file name in this format: 12-3456 Smith v Jones Proposed (order/jury charge).</p>
Hon. Joseph H. Rodriguez	<p><b>One Courtesy Copy:</b> Of all papers sent by regular mail to chambers.</p> <p><b>Jury Charges:</b> On disk in Word format.</p>

	Chambers does not accept faxes or e-mail.
Hon. Esther Salas	<p><b>Proposed Orders:</b> All correspondences and proposed orders must be submitted per ECF.</p> <p><b>One Courtesy Copy:</b> Of motion papers.</p> <p><b>Extensions of Time:</b> If consented to may be done via consent order and must be submitted per ECF.</p>
Hon. Peter G. Sheridan	<p><b>Courtesy Copies:</b> Courtesy Copies of all motion papers in excess of 50 pages in total mailed to chambers marked "Courtesy Copy".</p> <p><b>Jury Charges:</b> On disk in Word Perfect format one week before trial.</p>
Hon. Michael A. Shipp	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letters and proposed orders marked "Courtesy Copy" sent by regular mail to chambers.</p> <p><b>Consent Orders, Stipulations, Proposed Orders</b> (other than proposed orders accompanying motion papers): Should be electronically filed as an attachment to a cover letter.</p> <p><b>Pleadings/Correspondence:</b> All pleadings and correspondence to the Court (with the exception of confidential settlement position letters) must be electronically filed.</p>
Hon. Jerome B. Simandle	<p><b>Courtesy Copies:</b> Of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy".</p>
Hon. Anne E. Thompson	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax (609-989-2007) to chambers.</p>
Hon. William H. Walls	<p><b>Courtesy Copies:</b> Of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy".</p>
Hon. Susan D. Wigenton	<p><b>Courtesy Copy:</b> One courtesy copy of motion papers, as required in the Court's Policy and Procedures and marked "Courtesy Copy," shall be mailed to Chambers the same day the papers are filed on ECF.</p> <p>All correspondence and proposed orders must be submitted via ECF.</p> <p><b>Jury Charges:</b> Counsel shall provide a copy of proposed jury charges to Chambers in Microsoft Word format via email or thumb drive one week before trial.</p> <p><b>Faxes:</b> Parties must contact Chambers for approval before faxing any documents. There is a <b>three (3) page limit</b> for all faxes unless otherwise approved by Chambers.</p>
Hon. Freda L. Wolfson	<p><b>Courtesy Copies:</b> Of motion papers as required in the Court's Policy &amp; Procedures mailed to chambers marked "Courtesy Copy".</p> <p><b>Proposed Orders and Jury Charges:</b> Should be sent as an email attachment to <a href="mailto:njdnef_wolfson@njd.uscourts.gov">njdnef_wolfson@njd.uscourts.gov</a> in Word Perfect format. The subject line of the email should state "Proposed Order" or "Jury Charge" and include the docket number.</p> <p><b>Extention of Time:</b> If consented may be faxed to chambers (fax#609-989-0496) or emailed to <a href="mailto:njdnef_wolfson@njd.uscourts.gov">njdnef_wolfson@njd.uscourts.gov</a></p>



U.S. MAGISTRATE JUDGES	JUDICIAL PREFERENCES
Hon. Douglas E. Arpert	<p><b>Proposed Orders:</b> Sent by email to <a href="mailto:dea_orders@njd.uscourts.gov">dea_orders@njd.uscourts.gov</a> preferably in Word Perfect format.</p> <p><b>One Courtesy Copy:</b> Of all motion papers referred to this Court, mailed directly to chambers.</p> <p><b>Consent Orders:</b> Emailed or faxed directly to chambers.</p> <p><b>Pro Hac Vice:</b> If consented, may be done by consent order emailed or faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><b>Extensions of Time:</b> If consented may be done by consent order; if not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>
Hon. Tonianne J. Bongiovanni	<p><b>Proposed Orders:</b> Sent by e-mail to <a href="mailto:tjb_orders@njd.uscourts.gov">tjb_orders@njd.uscourts.gov</a> in Word format. Orders on formally filed motions need not be sent.</p> <p><b>Courtesy Copy:</b> By request of the court.</p> <p><b>Consent Orders:</b> Emailed or faxed directly to chambers.</p> <p><b>Pro Hac Vice:</b> If consented, may be done by consent order e-mailed or faxed to chambers. If not consented, follow regular motion procedure.</p> <p><b>Extensions of Time:</b> If consented may be done by consent order. If not consented, follow regular motion procedure.</p> <p><b>Telephone Conferences:</b> Judge Bongiovanni does not accept dial-in numbers prior to conference calls. If a dial-in number is necessary, then once all of the attorneys have dialed into a scheduled call, the party initiating the call shall contact chambers and provide the dial-in number at that time.</p> <p><b>Communications with the Court:</b> Judge Bongiovanni permits counsel to email any correspondence that would normally be mailed to chambers to: <a href="mailto:tjb_orders@njd.uscourts.gov">tjb_orders@njd.uscourts.gov</a>. Short submissions (not more than 20 pages including attachments) may be faxed to chambers at (609) 989-0435. Correspondence should only be submitted to chambers via one method: correspondence mailed to chambers should not also be faxed or emailed; similarly correspondence emailed to chambers should not also be mailed or faxed; and correspondence faxed to chambers should not also be mailed or emailed. Judge Bongiovanni permits communications with her law clerks only as to questions regarding chambers's procedures and not as to any substantive matters.</p>

Hon.  
James B.  
Clark, III

**Judge Assignment:** Magistrate Judge Clark is teamed with Judges Cecchi and Arleo.

**Procedure to Admit Counsel Pro Hac Vice:** When no party objects, Magistrate Judge Clark requires only a form of order with supporting documents consistent with the requirements of L. Civ. R. 101.1(c), including a certification of admission and good standing and a certification of local counsel stating that it shall comply with L. Civ. R. 101.1(c). Application may be made informally by letter, however, all submissions shall be electronically filed.

**Motion Practice:**

*Discovery Disputes:* No discovery motion shall be filed without leave of the Court. Magistrate Judge Clark requires the parties first meet their obligations under L. Civ. R. 37.1 to meet and confer to attempt to resolve discovery disputes without the court's intervention. Should counsel fail in this effort, the party raising the dispute should submit a brief letter (no more than 5 pages) advising the Court of the dispute and what actions have been taken to resolve the issues. The non-moving party should submit a response within two days (not to exceed 5 pages). Thereafter, Magistrate Judge Clark will either conduct an informal oral argument, enter an appropriate briefing schedule, or order the parties to meet and confer to prepare joint submissions.

*Motions to Amend:* Must be accompanied by a red-lined proposed amended complaint as an exhibit outlining the proposed amendments.

**Communications with the Court:** Magistrate Judge Clark will accept submissions of less than 20 pages by fax (973-645-3020). Direct communication with law clerks is permitted as to procedural matters only.

**Courtesy Copies:** No courtesy copies necessary.

**Copies of Papers:** Confidential settlement memoranda, joint discovery plans, discovery disputes with information subject to discovery confidentiality orders, and informal adjournment requests shall sent via fax or email at [jbc\\_orders@njd.uscourts.gov](mailto:jbc_orders@njd.uscourts.gov). All other papers, all other discovery disputes, and proposed orders (submitted with cover letters), shall be electronically filed.

**Probation Report:**

Magistrate Judge Clark does not permit the defendant or counsel to review the Probation Department's recommendations as to a sentence.

<p>Hon. Joseph A. Dickson</p>	<p><b>Proposed Orders:</b> E-filed or faxed directly to chambers (973-645-4549).  <b>One Courtesy Copy:</b> Of all motion papers referred to this court, mailed directly to chambers.  <b>Consent Orders:</b> Faxed directly to chambers.  <b>Pro Hac Vice:</b> If consented, may be done by consent order e-filed or faxed directly to chambers. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).  <b>Extensions of Time:</b> If consented, may be done by consent order. If not consented, follow regular motion procedure (electronically with a courtesy copy mailed to chambers).  <b>Joint Discovery Plan:</b> Electronically filed.</p>
<p>Hon. Ann Marie Donio</p>	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296).  <b>Extensions of Time:</b> If consented to, may be done by consent order.</p>
<p>Hon. Mark Falk</p>	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097).</p>

<p>Hon. Lois H. Goodman</p>	<p><b>Proposed Orders:</b> Sent by email to <a href="mailto:lhg_orders@njd.uscourts.gov">lhg_orders@njd.uscourts.gov</a> preferably in Word Perfect format.</p> <p><b>One Courtesy Copy:</b> Of all motion papers referred to this Court, mailed directly chambers.</p> <p><b>Consent Orders:</b> Emailed or faxed directly to chambers.</p> <p><b>Pro Hac Vice:</b> If consented, may be done by consent order emailed or faxed to chambers; if not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers).</p> <p><b>Extensions of Time:</b> If consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).</p>
<p>Hon. Michael A. Hammer</p>	<p><b>One Courtesy Copy:</b> One courtesy copy of motion papers and briefs sent by regular mail to chambers.</p> <p><b>Pro Hac Vice:</b> Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.</p> <p><b>Proposed Orders:</b> Electronically filed.</p> <p><b>Letters:</b> Electronically filed.</p> <p><b>Joint Discovery Plan:</b> Electronically filed.</p> <p><b>Confidential Memorandums:</b> Faxed directly to chambers (973-776-7861)</p> <p>Please Note: Parties must contact chambers for approval before faxing any documents.</p>
<p>Hon. Steven C. Mannion</p>	<p><b>One Courtesy Copy:</b> Of all non-dispositive motions mailed directly to chambers.</p> <p><b>Proposed Orders:</b> Filed with ECF.</p> <p><b>Extensions of Time:</b> If consented, may be submitted via fax to 973-645-4412. If not consented, follow regular motion procedure.</p> <p><b>Pro Hac Vice:</b> If consented, may be submitted via ECF. If not consented, follow regular motion procedure.</p> <p><b>Fax:</b> Parties must contact chambers for approval before faxing any documents. There is a page limit of five (5) pages for all faxes unless otherwise approved by chambers.</p>



<p>Hon. Joel Schneider</p>	<p><b>One Courtesy Copy:</b> Of motion papers, briefs, letter memoranda and correspondence with an indication the original document was efiled.  <b>Faxes:</b> Are accepted (856-757-5355).  <b>Extensions of Time:</b> Unless a motion is required, extension of time requests must be presented in a letter with an indication whether all counsel consent.  <b>Pro Hac Vice:</b> Please follow regular motion procedure and state if all counsel consent.  <b>Extensions of Time:</b> Unless a motion is required, all requests must be in writing with an indication whether all parties consent.</p>
<p>Hon. Cathy L. Waldor</p>	<p><b>Courtesy Copies:</b> No courtesy copies needed.  <b>Proposed Orders:</b> E-filed.  <b>Consent Orders:</b> E-filed.  <b>Extensions of Time:</b> If consented, may be done via consent order; if consent cannot be obtained, please follow the regular motion procedure.  <b>Pro Hac Vice:</b> E-filed formally as a Motion to Appear Pro Hac Vice. Parties should make every effort to obtain consent. If consented to, motion should include proposed Consent Order.  <b>Motions:</b> E-filed formally following regular motion procedures.  <b>Motions to Amend:</b> Must be accompanied by red-lined proposed amended complaint as an exhibit outlining the proposed amendments.  <b>Joint Discovery Plans:</b> Sent to chambers via fax at: (973) 776-7865.  <b>Confidential Memorandums:</b> Sent to chambers via fax at: (973) 776-7865.  <b>Letters:</b> E-filed or sent via fax; not by mail.</p>

<p>Hon. Leda Dunn Wettré</p>	<p><b>Correspondence and written submissions not containing confidential information:</b> Shall be electronically filed via CM/ECF. Documents shall not be submitted by facsimile unless otherwise directed.</p> <p><b>Confidential settlement letters and discovery dispute letters containing information subject to a Discovery Confidentiality Order:</b> May be submitted by email to LDW_orders@njd.uscourts.gov.</p> <p><b>Formal motions, other than motions filed in lieu of an Answer under Federal Rule of Civil Procedure 12:</b> Shall not be filed without prior leave from this Court. Full compliance with Local Civil Rules 16.1 and 37.1 will be expected.</p> <p><b>Courtesy copies:</b> Two copies of motion papers on motions referred to this Court; one copy of any other submission exceeding 50 pages. Courtesy copies should be sent by regular mail to chambers.</p> <p><b>Applications to amend or supplement pleadings:</b> Counsel shall circulate any desired amendment and shall seek written consent of all parties, as per Federal Rule of Civil Procedure 15(a)(2), before pursuing amendment by motion. Any request for leave of the Court to file a motion to amend must contain a redlined version of the proposed amended pleading as an exhibit. If a party seeks to file a motion to amend after the deadline set by a Scheduling Order, that party must show good cause why the amendment could not have been sought earlier.</p> <p><b>Pro hac vice:</b> If consented, e-file a letter indicating consent and enclosing a proposed form of Order and supporting Certifications complying with Local Civil Rule 101.1(c).</p>
<p>Hon. Karen M. Williams</p>	<p><b>One Courtesy Copy:</b> of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.</p> <p><b>Pro Hac Vice:</b> Follow regular motion procedure.</p> <p><b>Communications with the Court:</b> Counsel may send short submissions (10 pages or less) by email or fax only with advance permission. Counsel may email or fax joint discovery plans and confidential letters without advance permission.</p> <p><b>Joint Discovery Plans:</b> Faxed to chambers.</p>