

Honorable Richard A. Jones

GENERAL MOTIONS PRACTICE

Meet and Confer Requirement

For all cases, except applications for temporary restraining orders, counsel contemplating the filing of any motion shall first contact opposing counsel to discuss *thoroughly*, preferably in person, the *substance* of the contemplated motion *and any potential resolution*. The Court construes this requirement strictly. Half-hearted attempts at compliance with this rule will not satisfy counsel's obligation. The parties must discuss the substantive grounds for the motion and attempt to reach an accord that would eliminate the need for the motion. The Court strongly emphasizes that discussions of the substance of contemplated motions are to take place, if at all possible, in person. *All* motions must include a declaration by counsel briefly describing the parties' discussion and attempt to eliminate the need for the motion and the date of such discussion. Filings not in compliance with this rule may be stricken.

Scheduling Motions for Consideration

Judge Jones follows Local Civil Rule 7 in scheduling motions for consideration by the Court. Counsel and pro se parties should follow the scheduling guidelines specified in Local Civil Rule 7(d). The Court may re-note or strike motions that have been improperly noted for consideration or may take other appropriate action.

Scheduling Oral Argument

After briefing has been completed, the Court will decide whether to grant a request for oral argument. Should oral argument be allowed, the Court will contact the parties to schedule a date and time.

Length of Motions and Briefs

Parties must comply with the length restrictions specified in Local Civil Rule 7(e). The Court may decline to consider arguments presented beyond the specific length restrictions. Motions for leave to file overlength briefs are disfavored and will only be considered in extraordinary circumstances, which circumstances must be set forth in detail by the party making the request. Motions for leave to file overlength briefs must be filed and noted for consideration to provide the Court sufficient time to rule on the motion before the brief at issue is due. Counsel shall not file a motion for leave to file an overlength brief concurrently with the overlength brief.

Courtesy Copies

Courtesy copies are only required for filings of administrative records, and for all civil and criminal documents **over 50 pages**.

- The paper copy of the documents (binders with tabs or other organizing aids as necessary) shall be delivered to the Clerk's Office **by 12:00 p.m.** on the business day after filing.
- The chambers copy must be clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers."
- The parties are required to print all courtesy copies from CM/ECF using the "Include headers when displaying PDF documents" feature under "Document Options."
- **This requirement does not apply to pleadings filed under seal.**

Stipulated Motions

Stipulated motions should be filed as a “Stipulated Motion” rather than just as a “Stipulation.” While stipulated motions may be noted for the day they are filed, parties should not expect them to be considered on the noting date.

Motions to Extend Deadlines

Deadlines remain operational until the Court has ruled on a motion to extend those deadlines, so parties should file motions to extend a deadline well in advance of the deadline. The Court will not prioritize such motions simply because the parties have waited until a deadline is imminent before filing a motion to extend.

Inquiries Regarding the Status of Pending Motions

The local civil rules provide that when 45 or more days have elapsed since the noting date of a motion, the parties are encouraged to contact the Court to inquire as to the status of the motion. The Court makes every effort to rule on motions within 30 days of the noting date. Counsel are asked to not inquire regarding the status of a motion until at least 45 days beyond the noting date. Once that time period has elapsed, the parties may contact the Court’s deputy clerk, Victoria Ericksen, at victoria_ericksen@wawd.uscourts.gov to inquire.