

**UNITED STATES DISTRICT COURT
FOR THE
DISTRICT OF NEW JERSEY**

CM/ECF SPECIAL PROCEDURES BY JUDICIAL OFFICER

DISTRICT JUDGE	PROCEDURES
Hon. Harold A. Ackerman	* <u>No courtesy copies.</u> Counsel should follow Clerk's Office CM/ECF procedures.
Hon. Stanley S. Brotman	* <u>One courtesy copy</u> of motion papers, briefs, letter memoranda, everything filed by counsel, and proposed orders sent by regular mail to chambers.
Hon. Garrett E. Brown, Jr.	* <u>Two courtesy copies</u> of motion papers, briefs, letter memoranda and proposed orders sent by regular mail to chambers.
Hon. Renée Marie Bumb	* <u>One courtesy copy</u> of motion papers, briefs, letter memoranda, and proposed orders marked "Courtesy Copy" sent by regular mail to chambers. * <u>Jury charges</u> on disk in Word Perfect format.
Hon. Dennis M. Cavanaugh	* <u>One courtesy copy</u> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked "Courtesy Copy."
Hon. Stanley R. Chesler	* <u>Courtesy copies</u> of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy."
Hon. Mary Little Cooper	* <u>One courtesy copy</u> of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy."
Hon. Dickinson R. Debevoise	* <u>One courtesy copy</u> of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or hand delivery to chambers.
Hon. Joseph A. Greenaway, Jr.	* <u>Two courtesy copies</u> of motion papers, all pleadings, affidavits, certifications, briefs and letter memoranda sent by regular mail to chambers. * <u>Proposed Orders</u> should be sent as an attachment to e-mail to njdnef_greenaway@njd.uscourts.gov in Word Perfect format. Subject line should state "proposed order" and include the case number.
Hon. Katharine S. Hayden	* <u>Two courtesy copies</u> of all motion papers, briefs and letter memoranda by regular mail directly to chambers. * <u>Proposed Orders</u> by e-mail to njdnef_hayden@njd.uscourts.gov in Word Perfect format.
Hon. Noel L. Hillman	* <u>One courtesy copy</u> of motion papers, briefs, letter memoranda, and proposed orders marked "Courtesy Copy" sent by regular mail to chambers. * <u>All pretrial submissions</u> voir dire, jury instructions and verdict sheet on disk in Word Perfect format. * <u>Correspondence</u> Under no circumstances should correspondence, proposed Orders or any other filings of any kind be submitted by email without express consent of Chambers.
Hon. Faith S. Hochberg	* <u>One courtesy copy</u> of motion papers, briefs, letter memoranda, and proposed orders, sent by regular mail to chambers and by e-mail to larry_macstravic@njd.uscourts.gov in Word Perfect format.

Hon. Joseph E. Irenas	<ul style="list-style-type: none"> * No courtesy copies except if directed by the court. If directed by the court one courtesy copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or a delivery service or by fax (856-757-5295).
Hon. Robert B. Kugler	<ul style="list-style-type: none"> * Courtesy copies of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy."
Hon. Jose L. Linares	<ul style="list-style-type: none"> * One courtesy copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked "Courtesy Copy." * Proposed orders to motions and routine proposed orders should also be submitted to chambers by e-mail to njdnef_linares@njd.uscourts.gov in Word Perfect format. Further, the case name and docket number should be included in the subject line.
Hon. William J. Martini	<ul style="list-style-type: none"> * One courtesy copy of motion papers, briefs, and proposed orders sent by regular mail to chambers. * Jury charges on disk preferably in Word Perfect format.
Hon., Joel A. Pisano	<ul style="list-style-type: none"> * One courtesy copy of motion papers, briefs, letter memoranda, and proposed orders marked "Courtesy Copy" sent by regular mail to chambers.
Hon. Joseph H. Rodriguez	<ul style="list-style-type: none"> * One courtesy copy of all papers sent by regular mail to chambers. * Jury charges on disk in Word Perfect format. * Consent Orders may be e-mailed in PDF format to njdnef_rodriguez@njd.uscourts.gov with courtesy copy to all parties.
Hon. Peter G. Sheridan	<ul style="list-style-type: none"> * One courtesy copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers marked "Courtesy Copy." * Proposed orders to motions, routine proposed orders and jury chargees should also be submitted to chambers by e-mail to njdnef_sheridan@njd.uscourts.gov in Word Perfect format. Further, the case name and docket number should be included in the subject line.
Hon. Jerome B. Simandle	<ul style="list-style-type: none"> * Courtesy copies of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy."
Hon. Anne E. Thompson	<ul style="list-style-type: none"> * One courtesy copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail or by fax (609-989-2007) to chambers.
Hon. William H. Walls	<ul style="list-style-type: none"> * Courtesy copies of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy."
Hon. Susan D. Wigenton	<ul style="list-style-type: none"> * Courtesy copies of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy." * Jury charges on disk in WordPerfect format one week before trial.
Hon. Freda L. Wolfson	<ul style="list-style-type: none"> * Courtesy copies of motion papers as required in the Court's Policy & Procedures mailed to chambers marked "Courtesy Copy." * Proposed orders and jury charges should be sent as an e-mail attachment to njdnef_wolfson@njd.uscourts.gov in Word Perfect format. The subject line of the e-mail should state "Proposed Order" or "Jury Charge" and include the docket number.

MAGISTRATE JUDGE	PROCEDURES
Hon. Madeline Cox Arleo	<ul style="list-style-type: none"> * Proposed Orders sent by e-mail to mca_orders@njd.uscourts.gov preferably in Word Perfect format. * One courtesy copy of all motion papers required, mailed directly to chambers. * Pro Hac Vice if consented, may be faxed to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers). * Consent Orders faxed to chambers. * Extensions of Time if consented may be faxed to chambers. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).
Hon. Tonianne J. Bongiovanni	<ul style="list-style-type: none"> * Proposed Orders sent by e-mail to tjb_orders@njd.uscourts.gov preferably in Word Perfect format. * One courtesy copy of all motion papers required, mailed directly to chambers. * Consent Orders mailed directly to chambers. * Pro Hac Vice if consented, may be done by consent order mailed directly to chambers. If not consented, follow regular motion procedure (electronically with courtesy copy mailed to chambers). * Extensions of Time if consented may be done by consent order. If not consented, follow the regular motion procedure (electronically with courtesy copy mailed to chambers).
Hon. Claire C. Cecchi	<ul style="list-style-type: none"> * Two courtesy copies of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers.
Hon. Ann Marie Donio	<ul style="list-style-type: none"> * One courtesy copy of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (856-757-5296). * Extensions of time if consented to, may be done by consent order.
Hon. Mark Falk	<ul style="list-style-type: none"> * Two courtesy copies of motion papers, briefs, letter memoranda, and proposed orders sent by regular mail to chambers or by fax (973-645-3097).
Hon. John J. Hughes	<ul style="list-style-type: none"> * Proposed Orders e-mailed to njdnef_hughes@njd.uscourts.gov in Word Perfect format. * Letter Memoranda should be e-mailed in Word Perfect format to njdnef_hughes@njd.uscourts.gov. * One courtesy copy of motion papers, briefs, letter memoranda, and proposed order e-mailed to chambers. * Any electronic filings to Clerk's Office should be in PDF format.
Hon. Joel Schneider	<ul style="list-style-type: none"> * One courtesy copy of motion papers, briefs, letter memoranda and correspondence with an indication the original document was e-filed. Faxes are accepted (856-757-5355). Unless a motion is required, extensions of time requests must be presented in a letter with an indication whether all counsel consent. * Pro Hac Vice - please follow regular motion procedure and state if all counsel consent. * Extensions of Time: Unless a motion is required, all requests must be in writing with an indication whether all parties consent.

Hon. Michael A. Shipp	* One courtesy copy of motion papers, briefs, letters and proposed orders sent by regular mail to chambers. Counsel may fax courtesy copies of under 10 pages to (973) 645-4412. * Pro Hac Vice - Where no other party objects, counsel may file a form of order, a certification of admission and good standing, and a certification of local counsel stating that it shall comply with L.Civ.R. 101.1(c). If not consented, follow regular motion procedure.
Hon. Patty Shwartz	* One courtesy copy of motion papers, briefs, letter memoranda, certifications, affidavits, any documents submitted in support for any request for relief, and proposed orders sent by regular mail to chambers.

Revised 2/6/09 (C)