**FULLY BRIEFED MOTION CHECKLIST**

Case Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Style: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete name of Motion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Motion filed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plaintiff / Defendant (circle)

Complies with: B.C.P. 5.1 \_\_\_\_\_\_\_\_ (memo) B.C.P. 5.3 \_\_\_\_\_\_ (good faith conference)

Date Response filed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Reply filed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Notice to Court of Fully Briefed Motion:

Date filed: \_\_\_\_\_\_\_\_\_\_ Date e-mailed: \_\_\_\_\_\_\_\_\_\_\_

**\*PLEASE DO NOT MAIL OR E-MAIL UNTIL MOTION IS FULLY BRIEFED\***

Proposed Orders mailed with copies and addressed stamped envelopes (only for those parties not on the E-portal): \_\_\_ Date: \_\_\_\_\_\_\_

Separate Service List containing all parties of record sent with Order: \_\_\_\_\_\_

Proposed Order e-mailed in Word format along with Notice to Court: \_\_\_\_\_ Date: \_\_\_\_\_\_\_

Copy of this Checklist mailed with Proposed Order packet: \_\_\_\_\_\_\_

Name of Attorney filing this Notice/Checklist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All courtesy copies should be e-mailed to: [43Orange@ocnjcc.org](mailto:43Orange@ocnjcc.org).

When e-mailing the court, correspondence regarding fully briefed motions must be sent as follows:

* The subject line shall contain only the court case number, for example 2012-CA-XXXX-O.
* The body of the e-mail shall contain a brief description of the reason for the correspondence and indicate that the required documents have also been mailed.

**\*\*If the electronic courtesy copy does not meet the parameters it will be deleted.\*\***