

INFORMATION AND GUIDELINES

**Honorable Paul L. Maloney
United States District Judge
Western District of Michigan**

Courtesy Copy:

1. A courtesy copy of all dispositive motions, including responses, replies and all accompanying exhibits, must be submitted directly to Chambers. The courtesy copy should comply with the requirements listed in W.D. Mich. LCivR 7.2 (b)(iii)/LCrR 47.1(b)(iii) and must be hand delivered or sent via first class mail to Chambers within twenty-four (24) hours of filing the original.
2. Courtesy copies should be printed from the court's docket to include the ECF header and the pageID numbers.
3. All submitted courtesy copies should be bound! There is no preference on the type of binding (i.e., 3-ring binder, staple, binder clips, etc.) so long as the pages do not fall out of the packaging or become separated from each other.
4. The parties do not need to include in the courtesy copy any unpublished opinions which may be attached to the original document.

**410 W. Michigan Ave.
Kalamazoo, MI 49007
Office Phone: (269) 381-4741**