



1           **Rule 5.            Filings; Motion Practice.**

2           **(a) Filings.** All filed documents must be signed in blue or black ink and filed  
3           at least 3 days before any hearing. A judge may accept and address a filing  
4           at the hearing but is not obligated to do so. The Court may, for good cause  
5           shown, grant a short recess to allow for a document to be filed.

6           **(b) Motions Requirements.**

7           (1) *Generally.* An application to the Court for an order must be by motion  
8           which, unless made during a hearing or trial, must be in writing, state  
9           the specific grounds for granting the motion, and set forth the relief  
10          or order sought.

11          (2) *Supporting Memorandum.* All motions must have a memorandum  
12          setting forth the reasons for granting the motion, with citations to the  
13          specific parts or pages of supporting authorities and evidence.

14          (3) *Responsive and Reply Memoranda.* Unless stated otherwise, an  
15          opposing party must file a responsive memorandum within 10 days  
16          after the motion and supporting memorandum are served. The moving  
17          party must file a reply memorandum within 5 days after a responsive  
18          memorandum is served. The reply memorandum must address only  
19          matters raised in the responsive memorandum.

20          (4) *Affidavits and Other Evidence.* Affidavits and other evidence  
21          submitted to support any motion or memorandum must be filed with  
22          the motion or memorandum unless the Court orders otherwise.

23          (5) *Motions in Open Court.* The Court may waive these requirements for  
24          motions made in open court

25          **(c) Responses and Replies to Motions.** Unless a different time is set by court  
            order or any court rule, responses to motions must be filed within 10 days  
            of service of the motion. Replies must be filed within 5 days of service of  
            the response.

**(d) Failure to Respond.** If a party fails to respond to a motion within 10 days  
            without good cause, the Court will accept the motion as uncontested.