

Norfolk/Newport News

Courtesy Copy and Other Division Specific Information

Overview

This document gives information about what the Norfolk/Newport News judges require in terms of courtesy copies of documents filed electronically.

Note: These courtesy copy rules apply only to documents filed in electronic cases. Follow the previous practices for each chambers for courtesy copies in paper cases.

This document also lists the documents that may be filed in open court in Norfolk in both civil and criminal cases.

Courtesy Copies

The chart below specifies each Norfolk judge’s courtesy copy requirements.

Courtesy copies should be delivered as follows:

- Within one business day of the electronic filing.
- To the Clerk’s Office. Ideally, courtesy copies should not be in envelopes, but if an envelope is necessary, the envelope should be unsealed and labeled with the judge’s name and as containing a courtesy copy.

Judge	Courtesy Copies Are . . .
Judge Davis	Not required, unless the filing, including exhibits, exceeds fifty (50) pages.
Judge Allen	Not required, except upon a specific request from chambers.
Judge Hanes	Not required, unless the filing, including exhibits, exceeds thirty (30) pages.
Judge Walker	Do not submit, unless the Court specifically requests them.
Judge Smith	Not required, except upon a specific request from chambers.
Judge Jackson	Not required, unless the filing, including exhibits, exceeds fifty (50) pages.
Judge D. Miller	Not required.
Judge Leonard	Not required.
Judge Krask	Not required.

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Norfolk/Newport News Courtesy Copy and Other Division-Specific Information, Continued

**Norfolk/
Newport News-
Specific
Procedures:
Civil
Documents
That May Be
Filed in Open
Court by
Attorneys**

Following are the documents that attorneys may file in open court in Norfolk/Newport News **civil cases**:

Courtroom deputies are responsible for scanning and docketing documents filed in open court by attorneys. Following are the documents that the attorneys may file in open court in civil cases:

- Consents to jurisdiction of U.S. Magistrate Judge.
- Redacted documents.
- Settlement Agreements.
- Stipulations.
- Stipulations of Dismissals.
- Any other documents as directed or ordered by the presiding judge.

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Norfolk/Newport News Courtesy Copy and Other Division-Specific Information, Continued

**Norfolk/
Newport News-
Specific
Procedures:
Criminal
Documents
That May Be
Filed in Open
Court by
Attorneys**

Following are the documents that the attorneys may file in open court in **criminal cases:**

- Plea Agreements.
- Statement of Facts.
- Motions to continue (only as the motion relates to a continuance beyond the 70-day Speedy Trial cut-off date).
- Motions to dismiss with proposed order.
- Motions to seal (only at the time of Grand Jury returns).
- Stipulations.
- Consents to trial before U.S. Magistrate Judge.
- Refusals of Magistrate Judge jurisdiction/election to USDJ.
- Financial Affidavits (CJA23)
- Redacted documents.
- Agreed Discovery Orders.
- Sentencing Procedures Orders.
- Transportation Orders.
- Restitution Judgments.
- Consent Order of Forfeiture.
- Waivers
 - Of counsel.
 - ID hearing.
 - Indictment.
 - Rule 11.
 - Rule 32.
 - Rule 5.
 - Jury.
 - Interstate agreement on detainees.
 - Of minimum time to trial.
 - Preliminary exam or hearing.
 - Presentence report.

Any other documents as directed or ordered by the presiding judge.
