

# Richmond Courtesy Copy and Other Division-Specific Information

**Overview** This document gives information about what the Richmond judges require in terms of courtesy copies of documents filed electronically.

**Note:** These courtesy copy rules apply only to documents filed in electronic cases. Effective April 1, 2013, all documents not exempt from E-Filing should be electronically filed in paper cases (cases filed before March 26, 2007).

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

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**Courtesy Copies** The chart below specifies each Richmond judge's courtesy copy requirements.

Unless otherwise specified, 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 . . .
District Judge Gibney	Required where documentation supporting a pleading exceeds thirty (30) pages.
District Judge Lauck	Required for all documents exceeding ten (10) pages.
District Judge Novak	Required (1) where documentation supporting a pleading exceeds thirty (30) pages, OR (2) where a submission is filed within forty-eight (48) hours of a hearing related to the submission.
Senior District Judge Payne	Required for the following documents: <ul style="list-style-type: none"><li>• Motion and supporting brief: two copies</li><li>• Response brief: two copies</li><li>• Reply brief: two copies Exhibits to motions supporting responses and reply briefs: one copy</li><li>• All sealed documents.</li></ul>
Senior District Judge Hudson	Required for all documents.
Magistrate Judge Hanes	Required for all documents exceeding ten (10) pages.

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## Richmond Courtesy Copy and Other Division-Specific Information, Continued

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### Richmond-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 Richmond **civil cases**:

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

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### Richmond-Specific Procedures: Criminal Documents That May Be Filed in Open Court by Attorneys

Following are the documents that attorneys may file in open court in Richmond **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 US Magistrate Judge.
  - Refusals of Magistrate Judge jurisdiction/election to USDJ.
  - Financial Affidavits (CJA23)
  - Redacted documents.
  - Agreed Discovery Orders.
  - Sentencing Procedures Orders.
  - Waivers
    - Of counsel.
    - ID hearing.
    - Indictment.
    - Rule 11.
    - Rule 32.
    - Rule 5.
    - Jury.
    - Interstate agreement on detainers.
    - Of minimum time to trial.
    - Preliminary exam or hearing.
    - Presentence report.
  - Any other documents as directed or ordered by the presiding judge.
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