

UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS

STANDING ORDER REGARDING MOTION PRACTICE

May 30, 2014; Revised February 8, 2022

TALWANI, D.J.

1. Counsel and pro se litigants are reminded of the limitations on additional papers and length of memoranda set forth in Local Rule 7.1(b)(3) & (4). The font used in all filings shall be at least 12-point for all text, including footnotes.
2. Any memorandum exceeding ten pages shall include a table of contents and table of authorities (which need not be counted towards the page length).
3. Documents filed through CM/ECF in support of or opposition to a motion shall be filed separately from the motion, using the appropriate event listed under CM/ECF's "Memoranda, Responses, and Replies" tab. For example, an Affidavit in Support of a Motion shall be filed separately from the Motion. Each attachment to a document filed in support of or opposition to a motion shall be filed as a separate attachment to that document, with docket text indicating not only the Exhibit number but also a short title for the Exhibit.
4. Memoranda in support of or opposition to a motion shall be filed after evidentiary material is docketed. Citations to the evidentiary material or other material on the docket shall include the CM/ECF generated document number and page number. The following citation convention shall be used to allow hyperlinking and consistent pagination: Document Title (including Exhibit Number), Doc. No. __ at __. Any subsequent reference, other than "Id.," need not provide the full document title but shall use the Doc. No. __ at __ format to facilitate hyperlinking.
5. Within three business days after docketing a motion-related filing that exceeds twenty pages, counsel shall provide to the District Court Clerk's Office one courtesy copy that includes CM/ECF headers on all pages. The courtesy copy shall be three-hole punched and include exhibit tabs. Courtesy copies must be stamped or otherwise prominently marked as follows:

"COURTESY COPY – DO NOT SCAN, Original Filed Electronically"

IT IS SO ORDERED.

/s/ Indira Talwani
United States District Judge