

Courtesy Copy Policy for Judge Humetewa's Chambers

**Courtesy copies of proposed orders in Microsoft Word** format shall be submitted to Judge Humetewa's chambers by email at: [Humetewa\\_Chambers@azd.uscourts.gov](mailto:Humetewa_Chambers@azd.uscourts.gov)

**Courtesy hard copies** of filings shall be submitted to Judge Humetewa's chambers per the District's Case Management/Electronic Case Filing Administrative Policies and Procedures Manual, which reads:

"A paper courtesy copy of an electronically filed document must be submitted directly to the assigned judge for certain document types, as follows:

- a. complaints;
- b. notices of removal;
- c. motions to dismiss and responses and replies thereto;
- d. motions for summary judgment and responses and replies thereto;
- e. motions for temporary restraining order and supporting documents;
- f. sealed documents;
- g. documents exceeding 10 pages in length, including exhibits and attachments."