

## FILING PLEADINGS WITH THE CLERK

### FILING

All original pleadings, documents and papers, except discovery, must be filed with the Clerk. Filing cannot be accomplished by delivering the original to Disciplinary Counsel. The Clerk files signed pleadings and documents received by mail, fax or email. Documents filed by email must contain a signature. The Clerk files signed documents on the date received by email, unless the email is received after business hours. After hours documents will be filed on the next business day. Documents received without signatures will be returned unfiled.

### SERVICE/PROOF OF SERVICE

Pleadings, documents and motions must be served on the opposing party as required in ELC 4.1, and the hearing officer if appointed. Proof of service should be filed with each pleading, or when service has been accomplished. Pleadings filed without proof of service are subject to a motion to strike. Service on Disciplinary Counsel cannot be made by delivering extra copies to the Clerk.

### NOTICE OF APPEARANCE, ASSOCIATION OR REASSIGNMENT

All lawyers representing respondents should provide the Clerk written notice of representation. The Clerk cannot assume that you represent a respondent or grievant in a proceeding simply because you did so during a grievance investigation. The Clerk will not search through pleadings to determine representation. All lawyers should file a notice of appearance, association or reassignment to inform the Clerk about current representation.

### ORDERS

All orders, rulings and decisions, except Supreme Court Orders, are served by the Clerk. Original orders must be filed with the Clerk.

## MOTIONS

All motions must indicate the decision-maker in writing. Motions should be addressed to the Hearing Officer, Chief Hearing Officer, Disciplinary Board Chair or Full Disciplinary Board. Motions that do not indicate a decision maker will be returned unfiled.

## BOARD SCHEDULING ORDERS

The Clerk will issue a scheduling order in each case heard by the Board. This order will contain a briefing schedule and the date the Board will consider the case. The parties must comply with the briefing schedule, file an agreed extended briefing schedule, or file a motion for an extended schedule. Pleadings filed after the scheduled date may not be considered by the Board.

## DISCIPLINARY BOARD BRIEFS

Page Limits:

35 pages-Opening and Responsive briefs (excluding TOC and attachments)

10 pages-Reply brief

Briefs must be 12 point font or larger and double spaced. Footnotes may appear in 10 point font.

Over-length briefs will be returned unfiled.

Motion to file over-length brief: For compelling reasons, the Disciplinary Board Chair may grant a motion to file an over length brief.

## DISCIPLINARY BOARD ORAL ARGUMENT

Oral argument must be requested in writing as required in ELC 11.12(c). The written request must be filed on or before the date for the party's last brief (response or reply).