

**JUDICIAL PREFERENCES of FAMILY COURT JUDGES
REGARDING
TRANSMISSION of TRIAL MEMORANDA**

Applicable to all Family Law Bench

1. Due by noon the court day *before* the hearing. SLR 6.015(4).
2. Do not deliver original documents to the Judge, only copies. Mark it as "Copy" with the date and time of the hearing. SLR 6.015(2).
3. If sending the Judge's copy by email, also send an email copy to the Judge's Judicial Assistant. (Judge Kurshner is the exception: no JA copy is needed for her). For Referees, send a copy to the Clerk.
4. If the other party is a self-represented litigant (SRL) and does not have an email address, use a method of transmission designed for delivery to the Judge and SRL at the same time. In other words, don't email the Judge the day before and hand-deliver a copy to the SRL at the time of the hearing.
5. Do not fax more than 10 pages. The fax machines for Judges are also the copiers for the Judicial Assistant and tying up the fax machine on long faxes often means that copies of documents and orders cannot be made for hearings in progress.
6. If you are delivering a paper copy and the Judge's Judicial Assistant and Clerk are not available (and the JA's door has no slot), you can place the document in the mailroom (Room 210A on the second floor).

Specific Preferences

Judge	Email	Fax	Hard Copy
Allen	Ok. Send to JA also	No	Ok
Holmes Hehn	Ok. Send to JA also	Ok if ≤10 pages	Ok
Kurshner	Preferred. No JA copy.	Not preferred	Not preferred
Loy	Send only to JA	No	Ok
McKnight	Ok. Send to JA also	OK if ≤10 pages	Ok
Stuart	Ok. Send to JA also	Ok if ≤10 pages	Ok
Svetkey	Ok. Send to JA also	Ok if ≤10 pages	Ok
Tennyson	Ok. Send to JA also	Ok if ≤10 pages	Ok
Villa-Smith	Ok. Send to JA also	Ok if ≤10 pages	Ok
Wyatt	Ok. Send to JA also	Ok if ≤10 pages	Ok
Referee	Email	Fax	Hard Copy
Fithian-Barrett	Ok. Send to Clerk also	Ok if ≤10 pages	Ok
Herzog	Ok. Send to Clerk also	Ok if ≤10 pages	Ok
Hughes	Ok. Send to Clerk also	Ok if ≤10 pages	Ok
Knofler	Ok. Send to Clerk also	Ok if ≤10 pages	Ok