

MEMORANDUM TO: Parties

FROM: Senior Judge Zita L. Weinshienk

RE: Standards for Civil Motions

1. Page length:

- A. Opening briefs on all motions, including motions for summary judgment, may not exceed **25 pages** in length.
- B. Response briefs may not exceed **25 pages** in length.
- C. Reply briefs may not exceed **10 pages** in length.
- D. Pages which only contain the case caption, counsel's signature, and/or the Certificate of Service do not count towards the page limit.
- E. A party may apply for leave to file a brief in excess of these page limits, setting forth good cause, **no later than four days before the brief's due date.**

2. Exhibits:

- A. On motions which properly may include exhibits, all exhibits must be concise and must include only essential portions of documents.
- B. Exhibits attached to a brief shall not be attached to subsequent briefs. References to these exhibits should cite back to the prior briefs.
- C. Plaintiff's exhibits shall be identified with numbers, and Defendant's exhibits shall be identified with letters.

3. Briefing Schedule:

- A. A response brief must be filed within **23 days** after service of the opening brief.
- B. A reply brief may be filed within **18 days** after service of the response brief.

4. Scheduling of Hearings:

The Court will issue an order which either sets a time and date for a hearing on the motion or states that the motion will be determined on the briefs without a hearing. A hearing may be vacated if the Court later determines that the motion can be determined on the briefs.

5. Local Rules:

- A. **Pursuant to D.C.COLO.LCivR 7.1A, the Court will not consider any motion, other than a motion under Fed. R. Civ. P. 12 or 56, unless counsel has conferred or made reasonable, good-faith efforts to confer with the opposing party.**
- B. Counsel shall comply with D.C.COLO.LCivR 7.1D by including the specific page or subsection in any legal citation.
- C. Pursuant to D.C.COLO.LCivR 10.1, all motions shall be typed, double-spaced, and have a 1 ½ inch margin at the top and a 1 inch margin at the left, right, and bottom. **Motions shall be typed in 12-point "Arial" or "Times New Roman" font.**
- D. Counsel filing motions for summary judgment shall follow D.C.COLO.LCivR 56.1.

6. Questions:

Any questions about these standards can be directed to my Chambers staff at (303) 844-2784.