

HELPFUL HINTS FOR PRACTICING BEFORE THE HONORABLE JUDGE GEORGE C. SMITH

CIVIL CASES

- When electronically filing a motion and exhibits, please name your exhibits. For example, Exhibit 1 – Deposition of Plaintiff; Exhibit 2 – Employee Handbook.
- If a deposition is relied upon in the motions, the cited excerpts of the deposition should be attached to the motion. Additionally, a full copy of any cited deposition should either be filed on the Court’s docket or a copy submitted to chambers.
- Please submit a proposed order for all motions filed. Proposed orders should be submitted both as an attachment to the related motion filed electronically and also submitted by e-mail to chambers to:

smith_chambers@ohsd.uscourts.gov

- Ensure that the proposed order is directed to the correct judicial officer (the District Judge or the Magistrate Judge) and that the form of the proposed order complies with the local rules, such as S.D. Ohio Civ. R. 7.4.
- Please do not call chambers and ask when a decision is going to be completed. However, if something has been pending for an excessive amount of time (e.g. more than 6 months), a telephone call to chambers is acceptable to ensure that a motion has not been overlooked.
- When in doubt about any filing procedures, feel free to call chambers at (614) 719-3220.

*** Please note that this is a non-exhaustive list. These hints should be regarded as advisory. Practitioners are reminded to follow the Local Civil and Criminal Rules of the United States District Court for the Southern District of Ohio, which can be obtained at

<http://www.ohsd.uscourts.gov/Local-Rules>