

# 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 party cites to a deposition in any motion or memoranda, the party must file the entire deposition electronically on the Court’s docket. If a deposition contains sealed material, the party citing to the deposition must move to file the deposition under seal.
- Please submit a proposed order for all motions filed that counsel is seeking a prompt ruling on, e.g. motions for extensions of time, motions for default judgment, dismissal entries, etc. 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.
- Motions and memoranda in support or opposition shall be filed as one document number on the Court’s docket, not as two separate document numbers.
- Please do not call chambers and ask when a decision is going to be completed.
- 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>