

FILING JUDGE'S COPIES ELECTRONICALLY

To send a Judge's copy of a motion and/or a legal brief, jury instructions and trial briefs for Hon. J. Cedric Simpson, simply send your document as an e-mail attachment to the appropriate address. Documents **MUST** be sent in the following format:

- Microsoft Office Word for Windows 2007 with attachments in PDF form. (If more than 15 pages of attachments documents must be delivered to the judge's chambers at least one (1) week in advance of hearing date.)

Send legal briefs to 14acivilmotions@ewashtenaw.org In the subject line of the e-mail please provide the following:

- Case number
- Case name
- Document title (Which should include party)

Examples:

DC1-10-1234-GC, IGA vs Johnson, Defendant's Motion for Summary Disposition

**Please include in your email the date the motion is to be heard and copy of certificate of filing with the Clerk's office.

** Please note that PDF files are accepted; however, they do take more time to print and process.

**** *Please do not use this email address for ordinary electronic communication.***

**** ALL ORIGINALS MUST BE FILED WITH THE CLERK'S OFFICE IN ACCORDANCE WITH NORMAL FILING PROCEDURES AND THE MICHIGAN COURT RULES**