

Notice

The Submission of motion papers, either unfastened or improperly fastened, has become a serious problem for the Court and The County Clerk's Office. Accordingly, the guidelines set forth below should be followed when filling orders to Show Cause and Motions:

- 1. Orders to Show Cause and Motions will be considered properly bound if secured by Heavy Duty Staples, ACCO Clips or Mechanical Binding.**
- 2. Orders to Show Cause and Motions greater than two (2") inches thick must be split into multiple volumes and secured by Heavy Duty Staples, ACCO Clips or Mechanical Binding and clearly marked with a copy of the Order or Notice of Motion on each and a label (e.g. 1 of 3, 2 of 3, 3 of 3).**
- 3. If using ACCO fasteners (3 ½ inch capacity), limit the documents to no larger than two (2") inches thick. If using small ACCO fasteners (2 inch capacity), limit the document size to one (1") inch thickness. Do not attempt to tape the clip in place.**
- 4. Orders to Show Cause and Motions secured by Binder Clips and/or Rubber Bands may not be accepted.**