

Courtesy Copies Requests
and other CM/ECF Preferences per Judge

as of 06/16/2004

Judge	Document Type	Comments
José A. Fusté, Chief Judge	<p>No courtesy copies unless they are voluminous exhibits to motions to dismiss and/or for summary judgment or other similar motions.</p> <p>Large exhibits filed in paper with the Court should be submitted in PDF format on a CD.</p>	<p>Electronic file in Word Perfect of the following documents:</p> <p>Proposed Jury Instructions Proposed Orders</p> <p>Send by e-mail to: PRD_JAF@prd.uscourts.gov</p> <p>Previously-tendered documents shall be filed electronically upon leave being granted by the court.</p>
Hector M. Laffitte	<p>Motion of Summary Judgments with attachments</p> <p>Replies/Oppositions to Summary Judgment</p> <p>Voir Dire Jury Instructions</p> <p>Proposed final jury instructions</p>	<p>Electronic file in Word Perfect of the following documents:</p> <p>Proposed Jury Instructions Proposed Orders</p> <p>Send by e-mail to: PRD_HL@prd.uscourts.gov</p>

Judge	Document Type	Comments
Juan M. Pérez-Giménez	Dispositive motions exceeding ten pages Oppositions and Replies thereto Objections to Magistrate's Report and Recommendation exceeding ten pages Motion for Summary Judgment Proposed voir dire Instructions Motions in Limine Jury Instructions Pretrial Orders and Verdict forms Motions with Extensive Attachments (with more than 3 attachments or attachments exceeding 5 pages)	COURTESY COPIES SHALL BE DELIVERED AT THE CLERK'S OFFICE. ATTORNEYS ARE NOT TO DELIVER COURTESY COPIES TO CHAMBERS.
Carmen Consuelo Cerezo	Two copies of Voir dire and final jury instructions Copies of cases as per Case Management Order	

Judge	Document Type	Comments
Salvador E. Casellas	<p>Motion for Summary Judgment and exhibits (exceeding ten pages)</p> <p>Motion to Dismiss (exceeding ten pages)</p> <p>Replies and Oppositions to Motions for Summary Judgment and Motions to Dismiss (exceeding ten pages)</p> <p>Proposed Pretrial Order</p> <p>Proposed Jury Instructions</p> <p>Motions with extensive attachments or exhibits</p> <p>Objections to Magistrate Judge's Report and Recommendation (exceeding ten pages)</p>	<p>Electronic file in Word Perfect of the following documents:</p> <p>Proposed Jury Instructions Proposed Verdict Form Proposed Orders</p> <p>Send by e-mail to: PRD_SEC@prd.uscourts.gov</p>

Judge	Document Type	Comments
Daniel R. Domínguez	<p>Motion to Dismiss with Exhibits</p> <p>Replies (Motion to Dismiss, Summary Judgment, etc.)</p> <p>Sentencing Memorandums</p> <p>Downward Departure requests</p> <p>Summary Judgments and attachments</p> <p>Voir dire jury instructions</p> <p>Final jury instructions</p> <p>Motions with extensive attachments</p> <p>Objections to Magistrate-Judge's Report and Recommendation</p> <p>Proposed Jury Instructions</p>	<p>In the case of Oral Argument Hearing, any motion filed at the last minute relating to said oral argument hearing should be brought to the office of the Judge prior to the hearing.</p> <p>Electronic file in Word Perfect of the following documents:</p> <p>Proposed Jury Instructions Proposed Orders</p> <p>Send by e-mail to: PRD_DRD@prd.uscourts.gov</p>

Judge	Document Type	Comments
Jay García-Gregory	<p>Summary Judgment motions</p> <p>Motions to dismiss or for judgment on the pleadings</p> <p>Motions to suppress exceeding 10 pages</p> <p>Objections to Magistrate-Judge's Report & Recommendation exceeding 10 pages</p> <p>Proposed Pretrial Order</p> <p>Sentencing Memorandum</p> <p>Downward Departure Requests</p>	<p>Electronic file in Word Perfect of the following documents:</p> <p>Proposed Jury Instructions Proposed Voire Dire Proposed Verdict Form Proposed Orders</p> <p>Send by e-mail to: PRD_JAG@prd.uscourts.gov</p>
Jaime Pieras, Jr.	<p>All pleadings (answers, complaints, and motions to dismiss) with the exception of the first complaint, since the Judge already receives a paper copy of that with the file.</p> <p>All dispositive motions, motions in opposition to dispositive motions, replies to opposition motions, and all statements of facts and memoranda of law, but NO LARGE EXHIBITS OR ATTACHMENTS.</p> <p>The parties' Initial Scheduling Conference memoranda and Document Index List.</p> <p>The parties' Joint Pretrial Order.</p>	<p>Using Word Perfect, or a "Rich Text Format," and a 12-point Courier New font, all parties SHALL send by email to "PRD_JP@prd.uscourts.gov" the following:</p> <p>All Initial Scheduling Conference Memoranda and Document Indexes. All Proposed Orders, including all Writs. The parties' Joint Proposed Pretrial Order.</p>

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Raymond L. Acosta	Motions and attachments that in conjunction total 50 pages or more	<p>Electronic file in Word Perfect of the following documents:</p> <p>Proposed Jury Instructions Proposed Voire Dire Proposed Verdict Forms Proposed Orders/Writs/ Judgments</p> <p>Send by e-mail to: PRD_RLA@prd.uscourts.gov</p>
Aida Delgado-Colón	<p>Motions to Suppress and attachments Opposition to motions (suppress, summary judgments, dismiss) and attachments</p> <p>Proposed Jury Instructions</p> <p>Joint Pretrial Memorandum (in Consent Cases)</p> <p>Motions with extensive attachments</p> <p>Motions of Summary Judgments with attachments</p> <p>Motion to Dismiss with Attachments</p>	

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Camille Vélez-Rivé	Motions to Suppress Motions for Summary Judgment Motions to Dismiss and attachments Oppositions to these motions (suppress, summary judgment and dismiss) and attachments Proposed Jury Instructions Joint Pretrial Memorandum (in Consent Cases) Motions with extensive attachments.	

*** Manual for Civil and Criminal Cases, page 16.