

Dispositive Motion Courtesy Copies

1. Counsel must provide four courtesy copies of all dispositive motion briefs to Judge Baker's Case Manager. Such copies must reflect what was filed on the ECF system, including the automatically generated header appearing on every page of a document filed on that system, but shall not include any attached or accompanying exhibits.

2. Courtesy copies shall be printed double-sided and bound with spiral (also known as coil), comb (also known as GBC), or perfect (adhesive) binding. Velo binding or stapling is prohibited.

3. Counsel shall send the courtesy copies within two business days after filing a brief.¹

4. If the brief has both confidential and public versions, only the confidential version shall be submitted as a courtesy copy, and the submission need not comply with Administrative Order 02-01's requirements.

5. Counsel shall send the courtesy copies to the following address via commercial delivery service or U.S. Mail:

Ms. Casey Anne Cheevers
Case Manager for Judge Baker
U.S. Court of International Trade
One Federal Plaza
New York, NY 10278-0001

¹ In cases where parties initially file proof briefs, counsel should only submit courtesy copies of final briefs.