

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

OVERNIGHT DELIVERY

Pursuant to General Order 08-02, unless otherwise ordered by the assigned judge, courtesy paper copies of all electronically filed documents must be delivered to the chambers of the assigned judge no later than 12:00 noon the following business day. Courtesy paper copies may be mailed to the judge's chambers via overnight delivery service such as Federal Express, UPS, DHL or Airborne Express. The following information is required on the address label for judges who require courtesy paper copies delivered to their chambers. The package must not be addressed to the "Clerk's Office" as this will delay delivery to the judge.

U. S. District Court  
Chambers of Judge \_\_\_\_\_  
Courthouse Address and Room Number\*  
City, State, Zip Code

Example: U. S. District Court  
Chambers of Judge John Smith  
312 North Spring Street, Room 1234  
Los Angeles, CA 90012

\*Courthouse addresses and room numbers for the judges chambers are available on the court directory at [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov). Do not use the courtroom number.

Other requirements:

- The "**FedEx Priority Overnight**" or other similar box must be checked to ensure delivery by the next business morning;
- the "**No Signature Required**" box must also be checked.

For judges who require courtesy paper copies delivered to the Clerk's Office, refer to the CM/ECF website FAQ's for instructions.

SHERRI R. CARTER  
DISTRICT COURT EXECUTIVE