

**Judge Osteen - Working Copies:**

1. As required by LR 5.1, any pleading with an appendix or tabs shall be delivered to the Clerk's Office in paper form within two business days of filing the original. The Clerk shall send the working paper copy directly to chambers. The parties are not required to file additional paper copies of briefs, proposed findings of fact and conclusions of law, or requests for jury instructions with the Clerk.

2. Proposed findings of fact and conclusions of law and proposed jury instructions shall be filed on CM/ECF as may be otherwise required. Additionally, in lieu of a paper copy as required by LR 5.1, an electronic copy of these document types in Word format should be emailed to the court using the [josteen@ncmd.uscourts.gov](mailto:josteen@ncmd.uscourts.gov) email address.

3. Other paper copies may be requested by the court and should be delivered to the Clerk's Office within two business days of the request.

4. This court's preference is that all pleadings, motions, and other original papers be in a fixed-pitch type, specifically Courier New, size no smaller than 10 characters per inch, although the court accepts all original papers filed and formatted in accordance with LR 7.1(a).