

Rule 137

WRITTEN COMMUNICATION WITH COURT

- (a) **In General.** This rule does not supersede any statute or rule that governs document filing.
- (b) **Brief, Memorandum, or Other Communication With the Court.** Unless the court directs otherwise:
 - (1) the original of a brief, memorandum, or other communication with the court must be filed in the county where the case is pending;
 - (2) a copy must be served on all counsel of record and unrepresented parties not in default for failure to appear; and
 - (3) if the court is part of a multicounty judicial district, a copy of each brief, memorandum, or other communication with the court must be sent to the assigned judge at the judge's chambers.
- (c) **Counsel's Duty to Notify Court When Matter is Ready for Decision.** When a brief or memorandum relates to a matter being submitted to the court for decision, counsel must notify the court when the filings with the clerk are completed or the matter is otherwise ready for decision.