

Chamber Procedures for Civil Cases: Magistrate Judge Amanda L. Maxfield

Issued December 8, 2025

Counsel and pro se parties are expected to diligently review and strictly adhere to the Federal Rules of Civil Procedure, Local Civil Rules, Electronic Filing Policies and Procedures Manual, and WDOK General Orders. In addition, unless otherwise ordered by Judge Maxfield, these procedures apply to all civil matters:

1. Practitioners shall not use footnotes solely for the purpose of citing legal authority. All case citations, statutes, and other legal authorities must appear in the main body of the text. Footnotes may be used only for brief explanatory or ancillary material that would otherwise disrupt the flow of the argument. Improper use of footnotes may result in the filing being stricken or other appropriate sanctions.