

**ADMINISTRATIVE ORDER  
REGARDING MOTION COPIES  
DIVISION 25**

**To ensure prompt disposition of non- routine motions, counsel with civil cases pending in Division 25 should e-mail PDF copies of all filed motions. The case number and the words “Courtesy Copy” should appear in the “Subject” line of the e-mail.**

**Email copies of motions should be sent to:**

[judgetandridge@gmail.com](mailto:judgetandridge@gmail.com)

**Parties should include in the e-mail a proposed order in Word format.**

**Copies of filed Motions may always be delivered directly to the Division clearly marked as a “Courtesy Copy”.**

**Dated: April 3, 2014**

**Richard T. Standridge  
Associate Circuit Court Judge, Division 25**