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MEMORANDUM

To: All Counsel

From: Laraine Pacheco, Special Master

Date: December 22, 2003

Re: Procedures for Pro Hac Vice Admission and other matters

Procedure for pro hac vice admission:

Any attorney seeking pro hac vice admission to appear before Judge Freedman must submit an affidavit which states that he or she:

1. is a member of good standing of the bar where he or she is admitted;

2. has no disciplinary actions pending against him or her;

3. is familiar with the rules of practice of the courts of New York;

4. is familiar with the ethical rules applicable to attorneys who practice in New York and will abide by them.

Non-product ID motions:

Judge Freedman requests that when attorneys schedule argument for summary judgment motions, they advise Judge Freedman PERSONALLY (or by email) on the morning of the argument of any motion that does not involve product identification.