

## Interim Standing Order (rev. 10/10/19)

Until the Court publishes its practices and procedures, counsel and *pro se* parties must follow this order.

- 1) **Telephone calls to chambers.** Except to schedule a telephonic conference for discovery disputes, to raise a dispute occurring during a deposition, to seek a status update on a case, or in an emergency situation, counsel should not contact chambers.
- 2) **Initial case conferences.** In both civil and criminal cases, the Court will hold an initial case management conference as soon as practicable, which will occur on the record in the courtroom. For civil cases in which one or both lead counsel reside outside the district, the Court is willing to hold the conference telephonically, upon request. For criminal cases, the status conference will occur about 40 days after arraignment, and the defendant need not be present; after obtaining an extension from the magistrate judge at arraignment, defense counsel should not file any motions to extend the pre-trial motion deadline until after the initial conference.
- 3) **Rule 12 motions.** In a civil case, if a Defendant elects to file a Rule 12 motion, defense counsel must meet and confer with Plaintiff's counsel before filing to determine whether any purported defects with the Complaint can be cured. Any motion to dismiss must come with a certificate stating that Defendant has made good-faith efforts to confer with Plaintiff to determine whether the identified pleading deficiencies properly may be cured by amendment.
- 4) **Discovery disputes.** For all discovery disputes, if the matter cannot be resolved after the parties confer in good faith, the parties should contact chambers to schedule a telephonic conference to discuss the dispute. No discovery-related motions should be filed until after the conference.
- 5) **Routine motions.** For routine motions (including motions for leave to amend the pleadings, extensions of time, or continuances), counsel for movant must confer with opposing counsel to obtain consent, and state in the motion whether consent was obtained. The motion must also include a certificate stating that counsel made good-faith efforts to confer.

- 6) **Continuances.** If a party seeks to continue a court proceeding, the party must include in the motion at least two proposed dates/times near the original hearing date where all counsel are available, or explain why they cannot do so. Motions to continue hearings and arguments will be granted only for good cause (such as a medical procedure, family emergency, pre-paid vacation, or previously scheduled court proceeding). Motions to continue a trial date will rarely be granted.
- 7) **Briefing.** Unless ordered otherwise, the principal brief in support of a motion should be no more than 20 pages. The Court will issue briefing schedules for all motions, which will provide the due dates and page limits for any later briefs. For cross-motions for summary judgment, the Court uses a briefing schedule like that used in cross appeals under Federal Rule of Appellate Procedure 28.1, and the Court may, in select cases, order that the parties forgo the requirements of Local Civil Rule 56 for separate concise statements of material facts.
- 8) **Change of plea hearings.** In plea hearings, defense counsel and Defendant should stand at the lectern. Typically, at least two business days before a hearing, the government will be ordered to e-mail defense counsel the summary of the evidence it would present at trial so that defense counsel can review it with Defendant before the hearing.
- 9) **Decorum.** Counsel should not exhibit familiarity with witnesses, jurors, or opposing counsel. During argument to the jury, no juror should be addressed individually. Counsel should stand when speaking for the record and when addressing the Court, except for brief objections during testimony, or when informally discussing the case during status conferences.

/s/ J. Nicholas Ranjan  
U.S. District Judge