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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

**STANDING ORDER FOR CRIMINAL CASES BEFORE  
DISTRICT JUDGE HAYWOOD S. GILLIAM, JR.**

**CONFORMITY TO RULES**

1. Parties and counsel shall follow the Federal Rules of Criminal Procedure, the Criminal Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court’s standing orders.

**COMMUNICATION WITH THE COURT**

2. Counsel shall not attempt to contact Judge Gilliam or his chambers staff by telephone, email, or any other *ex parte* means, but may contact his Courtroom Deputy, Nikki Riley, at (415) 522-2039 regarding scheduling or other appropriate matters.

**SCHEDULING**

3. Motions hearings and pretrial conferences will occur at the Oakland Courthouse, 1301 Clay Street, Oakland, California. All trials and evidentiary hearings in this Court’s Oakland criminal cases will be heard at the San Francisco Courthouse, Courtroom 15, 18th Floor, 450 Golden Gate Avenue, San Francisco, California.

4. The criminal law and motion calendar is generally conducted on the second and fourth Mondays of every month at 2:00 p.m. at the Oakland Courthouse. Pretrial conferences are generally conducted on Mondays at 2:00 p.m. at the Oakland Courthouse.

5. Trials are generally conducted from 8:30 a.m. until 1:30 p.m., Monday through Friday, at the San Francisco Courthouse. Please refer to this Court’s Criminal Pretrial and Trial Standing Order for information regarding criminal trials.

**CHANGE OF PLEA**

6. If a plea is being entered pursuant to a plea agreement, counsel for the government

1 shall deliver a copy of the plea agreement to chambers on the 18th Floor in San Francisco by 2:00  
2 p.m. the Friday before the plea is to be entered. If there is to be an open plea, counsel for the  
3 defendant shall notify the Court by 2:00 pm the Friday before the open plea is to be entered.

4 **MOTIONS**

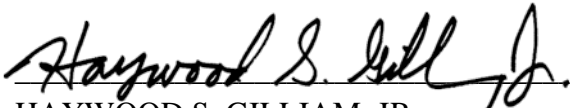
5 7. Motions must be noticed for a hearing in accordance with Criminal Local Rule 47-  
6 1. Counsel need not reserve a hearing date in advance. However, before selecting a hearing date,  
7 counsel must consult Judge Gilliam’s scheduling notes to determine which dates are available.  
8 Motions may be reset as the Court’s calendar requires. All motions shall comply with Criminal  
9 Local Rule 47-2. Please refer to this Court’s Criminal Pretrial and Trial Standing Order for  
10 information regarding motions in limine.

11 **COURTESY COPIES**

12 8. Counsel shall submit two courtesy copies of all filings with the Court in San  
13 Francisco. All courtesy copies must be double-sided, three-hole punched at the left margin, and  
14 marked with the ECF stamp (case number, document number, date, and page number) on the top  
15 of each page. These printed copies shall be marked “Chambers Copy – Do Not File” and shall be  
16 in an envelope clearly labeled with Judge Gilliam’s name and the case number. Exhibits to  
17 motions or declarations shall be side-tabbed and numbered or lettered. If the documents filed  
18 exceed 50 pages including exhibits, the filing party shall submit courtesy copies in three-ring  
19 binders.

20 **IT IS SO ORDERED.**

21 Dated: August 7, 2015

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23 HAYWOOD S. GILLIAM, JR.  
24 United States District Judge  
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