

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

**CRIMINAL STANDING ORDERS**

1. **Conformity to Rules.** Counsel are expected to consult and comply with all provisions of the Local Rules and the Federal Rules of Criminal Procedure relating to disclosure and discovery, motions, continuances, and all other matters, unless specifically superceded by these Standing Orders.
2. **Scheduling.** The criminal law and motion calendar is conducted on Thursdays at 2:00 p.m. Pretrial Conferences are conducted on Mondays at 2:00 p.m. Trials are set to commence on Mondays at 8:00 a.m.

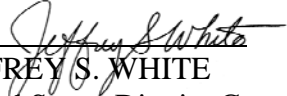
If either party wishes to have a matter placed on the Court's calendar and if the defendant is in custody, counsel must contact the Courtroom Deputy Clerk, Jennifer Ottolini, at (415) 522-4173, by 10:00 a.m., the day before the defendant is to be transported to the Court by the United States Marshal.

3. **Chambers Copy.** A copy of all documents, document, filed manually or electronically or lodged with the Clerk's Office shall be submitted to the Clerk's Office in an envelope clearly marked with the case name and number, and "JSW Chambers Copy" in the time required by the Northern District Criminal Local Rules.
4. **Change of Plea.** If the plea is being entered pursuant to a plea agreement, counsel for the government shall deliver a copy of the Plea Agreement to chambers on the 19<sup>th</sup> Floor by 2:00 p.m., the day before the plea is to be entered. If the plea is not pursuant to a plea agreement or if the specifics of the agreement are not yet finalized, counsel for the defendant shall notify the courtroom deputy of the entry of an open plea, and shall deliver a copy of the application for entry of plea to chambers, by 2:00 p.m. the day before the plea is to be entered. An application for Entry of Plea (available at [www.cand.uscourts.gov](http://www.cand.uscourts.gov)) is required only for open pleas.
5. **Discovery:** The procedures for disclosure and discovery set forth in the Local Criminal Rules, in particular Criminal Local Rule 16-1, and the Federal Rules of Criminal Procedure will be strictly enforced.

6. **Sentencing Memoranda and Motions for or Relating to Sentencing:**

Although the parties are not required to file a Sentencing Memorandum, except as set forth in Criminal Local Rule 32-5(b), the Court encourages the parties to submit a Sentencing Memorandum. If a party chooses to submit a Sentencing Memorandum to the Court, it must be filed and served in accordance with the Criminal Local Rules.

**IT IS SO ORDERED.**

  
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JEFFREY S. WHITE  
United States District Court

8/2012 Rev.