

**Judge Pamela K. Chen**  
**Individual Practices and Rules**

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Unless otherwise ordered by the court in a specific case, matters before the court shall be conducted in accordance with the following practices:

1. *Case Filings*

A. *Electronic Case Filing (ECF)*

Pursuant to Administrative Order 2004-08, **all case documents must be filed electronically via ECF** for all civil cases other than *pro se* cases and for all criminal cases. The Eastern District's User Guide for electronic case filing is available at <http://www.nyed.uscourts.gov/pub/docs/local/ecf-usermanual.pdf>. This manual also contains contact information for questions regarding ECF. Please do not contact chambers with questions regarding ECF registration, filing, or other technical issues.

B. *Filing Under Seal*

Written submissions to be filed under seal should also be filed on ECF. Instructions for e-filing sealed documents are available on the Eastern District's website at <http://www.nyed.uscourts.gov/pub/docs/local/EfilingSealedCV.pdf> (civil) and <http://www.nyed.uscourts.gov/pub/docs/local/EfilingSealedCR.pdf> (criminal). Unless prior approval to file under seal has already been granted, each submission shall be accompanied by an explanation of why sealing is necessary.

C. *Court's Review of ECF Submissions*

As a general matter, materials filed via ECF are reviewed by chambers the first business day after submission. If your submission requires immediate attention, please notify chambers by telephone after you file via ECF.

D. *Courtesy Copies*

Parties shall deliver to chambers one (1) courtesy copy of all written submissions filed on ECF that are 20 pages in length or more, inclusive of any exhibits or

attachments. Exhibits should be tabbed. Courtesy copies should be stapled in the top left-hand corner or bound along the left-hand side. Parties are encouraged to use double-sided printing for their courtesy copies. The courtesy copy should be a reproduction of the document as filed on ECF, with the ECF numbering appearing at the top of the page.

E. *Word-Processing Files of Proposed Orders, Requests to Charge, etc.*

Proposed orders, jury instructions, and other such writings a party wishes the Court to adopt should be submitted to chambers in word-processing format as well as filed on ECF in PDF format. However, parties need not submit word-processing files of stipulations of dismissal or settlement unless specifically requested to do so. Microsoft Word is the preferred word-processing format, although Corel WordPerfect format is acceptable. Counsel may provide the copies on a CD, or may contact chambers to obtain an email address to which the files may be sent.

F. *Requests for Adjournments or Enlargement of Time*

All requests for adjournments or enlargement of time must be in writing and filed on ECF. Requests shall state:

- i. The original date;
- ii. The number of previous requests for adjournment or enlargement;
- iii. Whether these previous requests were granted or denied; and
- iv. Whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent.

If the requested adjournment or enlargement of time affects any other scheduled dates, proposed revised dates must be provided. If the request is for an adjournment of a court appearance, absent an emergency, it shall be made at least 48 hours prior to the scheduled appearance.

2. *Communications with Chambers*

A. *Written Communications with Chambers*

All communications with chambers shall be in writing and filed on ECF, with copies simultaneously delivered to all parties who do not receive automatic notification through ECF. Copies of correspondence between counsel shall not be sent to the Court.

B. *Telephone Calls*

Telephone calls to chambers are permitted. Please review this document before calling chambers with questions. For docketing, scheduling or calendar matters, call Fida Abdallah at (718) 613-2515.

C. *Faxes*

Faxes to chambers are permitted only if copies are simultaneously faxed or delivered to all counsel. No document longer than ten pages may be faxed without prior permission. Documents faxed must be electronically filed.

3. *Motions*

*Motions Returnable:* Set by the court.

A. *Pre-Motion Conference Requests in Civil Cases*

For discovery motions, follow Local Civil Rules 37.3 and 6.4. For motions other than discovery motions, in all cases in which the moving party is represented by counsel (except habeas corpus/prisoner petitions and Social Security and bankruptcy appeals), a pre-motion conference with the court must be requested before making: (i) any motion pursuant to Fed. R. Civ. P. 12 or 56; or (ii) any motion for a change of venue. All other non-discovery motions, including motions for reconsideration (*see* Section 3.G below), may be filed without a pre-motion conference.

To request a pre-motion conference, the moving party shall file and serve a letter motion not to exceed three (3) pages in length setting forth the basis for the anticipated motion. Letter motions should be filed using the **motion** event via ECF. All parties so served may, but are not required to, serve and file a letter response, not to exceed three (3) pages within seven (7) days from service of the notification letter. Letter responses should be filed using the letter, and **not** the motion, event. Service of the letter motion within the time requirements of Fed. R. Civ. P. 12 or 56 shall constitute timely service of a motion made pursuant to those provisions.

In many cases, it will be apparent from the letter motion that a conference will not be a useful expenditure of the parties' time, and a motion schedule will be set without a pre-motion conference. In other cases, the usefulness of a pre-motion conference will be clear based on the request. Counsel are advised that such decisions are commonly made before the time for filing response letters has expired, but any such decisions are revisited upon the filing of a timely response letter.

Note that these provisions do *not* apply to motions other than those specifically enumerated. For example, letter motions requesting pre-motion conferences are

not required for motions pursuant to Fed. R. Civ. P. 50, 59 and 60, and counsel should be aware that the Court of Appeals will not accept an argument that compliance with district court motion rules should excuse noncompliance with Fed. R. App. P. 4. *See, e.g., Bowles v. Russell*, 551 U.S. 205, 206-08 (2007) (holding no jurisdiction exists over appeal filed within time permitted by district court but outside time provided by Fed. R. App. P. 4(a)(6)).

B. *Memoranda of Law*

Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, not including exhibits, appendices or attachments, and reply memoranda are limited to ten pages, not including exhibits, appendices or attachments.

C. *Briefing Schedule*

The parties are to set up their own briefing schedule and submit it to the court for approval. If the parties cannot agree on a schedule, the moving party will submit a proposed schedule to the court for approval, indicating the opposing party's non-consent or objection. Approval may be given at the pre-motion conference or by ECF order. No changes to the schedule may be made without court approval.

D. *Filing of Motion Papers*

**With respect to Rule 12 or 56 and change of venue motions, no motion papers shall be filed until the motion has been fully briefed.** The notice of motion and all supporting papers are to be served on the other parties along with a cover letter setting forth whom the movant represents and the papers being served. Only a copy of the cover letter shall be filed electronically, as a letter, not as a motion.

On the day the motion is fully briefed, each party shall electronically file its moving papers and, unless *pro se*, furnish chambers with one (1) courtesy copy of the same. In cases involving a *pro se* non-moving party, the moving party shall provide chambers with courtesy copies of *both sides'* moving papers. The courtesy copy should be a reproduction of the document as filed on ECF, with the ECF numbering appearing at the top of the page. Please review Section 1.D, above, for guidance on courtesy copies.

E. *Oral Argument on Motions*

Parties may request oral argument, by separate letter, at the time that their moving, opposing or reply papers are filed. The court will determine whether argument will be heard and, if so, will advise counsel of the argument date and time.

F. *Summary Judgment on Motions Against Pro Se Litigants*

In any case where a summary judgment motion is filed against a *pro se* litigant, the moving party is directed to comply with the notice required by Local Civil Rule 56.2.

G. *Reconsideration Motions*

Motions for reconsideration filed pursuant to Local Civil Rule 6.3 shall be filed on ECF using the “motion” event. Unless otherwise provided by court order, any opposition is due 14 days from the electronic filing and service of the motion. No replies will be permitted, unless requested by the Court. No courtesy copy is required.

4. *Pretrial Procedures*

A. *Joint Pretrial Orders in Civil Cases*

Unless otherwise ordered by the court, within 60 days from the date for the completion of discovery in a civil case, the parties shall submit to the court a proposed pretrial order, which shall include the following:

- i. *Caption:* The full caption of the action.
- ii. *Parties and Counsel:* The names, addresses (including firm names), and telephone and fax numbers of trial counsel.
- iii. *Jurisdiction:* A brief statement by plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction. Such statements shall include citations to all statutes and legal doctrines relied on and relevant facts as to citizenship and jurisdictional amount.
- iv. *Claims and Defenses:* A brief summary by each party of the elements of the claims and defenses that party has asserted which remain to be tried, without reciting evidentiary matter but including citations to all statutes relied on.
- v. *Jury or Bench Trial:* A statement by each party as to whether the case is to be tried with or without a jury, and the number of trial days needed.
- vi. *Consent to Trial by a Magistrate Judge.* A statement as to whether or not all parties have consented to trial of the case by a magistrate judge. The statement shall not identify which parties have or have not consented.
- vii. *Witnesses:* A list of names and addresses by each party as to the fact and expert witnesses whose testimony is to be offered in its case in chief, together with a brief narrative statement of the expected testimony of each witness. Only listed witnesses will be permitted to testify except when prompt notice has been given and good cause shown.

- viii. Deposition Testimony: A designation by each party of deposition testimony to be offered in its case in chief, with any cross-designations and objections by any other party.
- ix. Stipulations: A statement of stipulated facts, if any.
- x. Exhibits: A schedule listing exhibits to be offered in evidence and, if not admitted by stipulation, the party or parties that will be offering them. The schedule will also include possible impeachment documents and/or exhibits, as well as exhibits that will be offered only on rebuttal. Copies of statements proposed to be read to the jury as “learned treatises” under Fed. R. Evid. 803(18) shall be listed as exhibits. Plaintiff’s exhibits shall be identified by numbers, defendant’s exhibits shall be identified by letters. The parties will list and briefly describe the basis for any objections that they have to the admissibility of any exhibits to be offered by any other party. Parties are expected to resolve before trial all issues of authenticity, chain of custody and related grounds. Meritless objections based on these grounds may result in the imposition of sanctions. Only exhibits listed will be received in evidence except for good cause shown.
- xi. Motions in Limine: A list of motions *in limine* each party intends to file (pursuant to the deadline set forth in Par. 4.B.iii below), with a brief description of the nature of each such motion.

The Pretrial Order shall be prepared under the supervision of the assigned magistrate judge in accordance with the schedule set by the magistrate judge. The parties are directed to cooperate with each other in the preparation of the joint Pretrial Order. The Pretrial Order controls the subsequent course of the action unless the order is modified by consent of the parties and the court, or by order of the court to prevent manifest injustice.

B. *Filings Prior to Trial in Civil Cases*

Unless otherwise ordered by the court, requests to charge and proposed *voir dire* questions in jury cases should be submitted on the Thursday before trial. Requests to charge should be limited to the elements of the claims, the damages sought and defenses. General instructions will be prepared by the court. Word-processing files of proposed charges should be submitted to chambers pursuant to Section 1.E of this document.

Unless otherwise ordered by the court, each party shall file 15 days before the commencement of trial:

- i. By claim, a detailed statement regarding damages and other relief sought;
- ii. In non-jury cases, proposed findings of fact and conclusions of law; and
- iii. In all cases, motions addressing any evidentiary or other issues which should be resolved *in limine*.

C. *Filings Prior to Trial in Criminal Cases*

Unless otherwise ordered by the court, requests to charge and proposed *voir dire* questions in jury cases should be submitted on the Thursday before trial. General instructions will be prepared by the court. Word-processing files of proposed charges should be submitted to chambers pursuant to Section 1.E of this document.

5. *Sentencing Motions*

A. *Applications*

Applications regarding sentencing shall be made in writing by defense counsel at least five business days prior to the date of sentencing.

B. *Response*

The Government's response, if any, shall be made in writing at least two business days before the date of sentencing.