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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

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

CONFORMITY TO RULES

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of Civil Procedure, the Civil Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court’s standing orders.

SERVICE OF STANDING ORDER

2. Plaintiff (or in the case of removed cases, any removing defendant) shall promptly serve copies of this standing order upon all parties to the action, and upon those subsequently joined, in accordance with the provisions of Federal Rules of Civil Procedure 4 and 5. Following service, the responsible party shall file a certificate of service with the Clerk of this Court.

COMMUNICATION WITH THE COURT

3. 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

- 4. All hearings and appearances will be held in Courtroom 10 on the 19th Floor of the United States Courthouse, 450 Golden Gate Avenue, San Francisco, California.
- 5. Civil case management conferences are generally conducted on Tuesdays at 2:00 p.m.
- 6. Civil pretrial conferences are generally conducted on Tuesdays at 3:00 p.m.
- 7. Civil motions are generally heard on Thursdays at 2:00 p.m.
- 8. Trials are generally conducted from 8:30 a.m. until 1:30 p.m., Monday through

1 Friday. Please refer to this Court’s Civil Pretrial and Trial Standing Order for information
2 regarding civil trials.

3 9. Counsel need not reserve motion hearing dates, but should check Judge Gilliam’s
4 scheduling notes on the Court’s website to determine the next available law and motion calendar
5 date. Motions may be reset as the Court’s calendar requires. The order of call on each calendar
6 will be determined by the Court. Scheduling questions should be addressed to Judge Gilliam’s
7 Courtroom Deputy.

8 **CASE MANAGEMENT CONFERENCES**

9 10. The parties must file a joint case management statement addressing those items
10 required by the Standing Order for all Judges of the Northern District of California. Parties shall
11 file their joint statement not less than seven calendar days prior to the case management
12 conference. In cases involving pro se litigants, the parties may file separate case management
13 statements.

14 11. The attorney appearing at a case management conference must have full authority
15 to make decisions about any issue that may come up during the conference.

16 **DISCOVERY DISPUTES**

17 12. A party may not file a motion regarding a discovery dispute without leave of Court.
18 If a discovery dispute arises, the parties shall meet and confer in good faith to attempt to resolve
19 the dispute. If the parties cannot resolve their discovery dispute after a good faith effort, they shall
20 prepare and file a joint letter brief of no longer than five pages stating the nature and status of their
21 dispute and certifying that the parties have met the meet-and-confer requirements. The joint letter
22 brief must be filed electronically in the Civil Events category of Motions and Related Filings >
23 Motions – General > Discovery Letter Brief. Both sides should submit proposed orders as well.
24 No exhibits may be submitted with the letter other than any discovery request or response that is
25 the subject of the letter. After the joint letter brief is submitted, the Court will advise the parties as
26 to how it intends to proceed.

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13. Discovery disputes may be referred to a Magistrate Judge. After a Magistrate Judge has been assigned to a case for discovery, the parties in that case must handle any discovery matters according to the procedures set by that Judge.

MOTIONS FOR SUMMARY JUDGMENT

14. Parties are limited to filing one motion for summary judgment. Any party wishing to exceed this limit must request leave of Court and must show good cause.

PROPOSED ORDERS

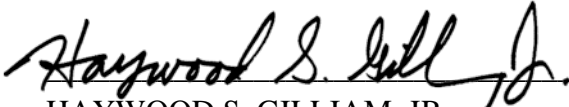
15. Proposed orders shall be submitted in Word format by email to HSGpo@cand.uscourts.gov on the same day the proposed order is e-filed.

COURTESY COPIES

16. Counsel shall submit two courtesy copies of filings. All courtesy copies must be double-sided, three-hole punched at the left margin, and marked with the ECF stamp (case number, document number, date, and page number) on the top of each page. These printed copies shall be marked "Chambers Copy – Do Not File" and shall be in an envelope clearly labeled with Judge Gilliam's name and the case number. Exhibits to motions or declarations shall be side-tabbed and numbered or lettered. If the documents filed exceed 50 pages including exhibits, the filing party shall submit courtesy copies in three-ring binders. Courtesy copies are not required for certificates and proofs of service, notices of appearance, certificates of interested parties, and ADR certifications.

IT IS SO ORDERED.

Dated: February 19, 2016


HAYWOOD S. GILLIAM, JR.
United States District Judge