

**INDIVIDUAL RULES OF  
MAGISTRATE JUDGE ROANNE L. MANN  
United States District Court  
Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, New York 11201  
Telephone: (718) 613-2350  
Fax: (718) 613-2355  
Contact: Pat Maynard, Administrative Assistant  
or Jennifer Williams/Brittney Pescatore (Law Clerks)**

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

**I. *Electronic Case Filing (ECF)***

- A. ECF is Mandatory.** All documents must be filed electronically via the Court's Electronic Case Filing ("ECF") System, pursuant to Administrative Order 2004-08. The Eastern District's User Guide for electronic case filing is available at <https://www.nyed.uscourts.gov/forms/cmecf-user-manual>. This manual also contains contact information for questions regarding ECF. Parties are advised not to contact Chambers with questions regarding ECF registration, filing, or other technical issues.
- B. Notifications and Orders by the Court.** Attorneys will receive notifications from the Court electronically. Hard copies will not be mailed to attorneys registered for ECF. Attorneys are responsible for ensuring that they are registered with the Clerk's Office to receive e-mail notifications in each and every matter in which they appear before Magistrate Judge Mann and for keeping their e-mail addresses current with the Clerk's Office. For assistance, attorneys may call the Docketing Department of the Clerk's Office at 718-613-2610.
- C. Exemptions.** Litigants proceeding *pro se* are exempt from ECF requirements. *Pro se* litigants may, however, consent to receive electronic notice of court documents. For more information, *pro se* parties may visit the EDNY website at [https://www.nyed.uscourts.gov/forms/all-forms/prose\\_forms](https://www.nyed.uscourts.gov/forms/all-forms/prose_forms).

**II. *Communications with Chambers***

ALL written communications with Chambers shall be filed through ECF. However, if the communication exceeds 25 pages (including attachments), the party must also submit to Chambers a courtesy copy in hard copy. Preferably, the courtesy copies will be reproductions of the document as filed on ECF, with the ECF numbering appearing at the top of the page. If not, the courtesy copy should be prominently labeled with the Docket Entry ("DE") number assigned to the document at the time of filing -- e.g., "Courtesy Copy – DE #45."

- A. **Letters.** Except as otherwise provided in these Rules, all communications with Chambers shall be in letter form, sent by ECF. **If a letter requests any judicial relief, it must be filed on ECF as a Motion (e.g., Letter Motion to Adjourn Conference).** Copies of correspondence between counsel or discovery requests or responses shall not be filed with the Court except as attachments to requests for judicial intervention.
- B. **Telephone Calls.** Telephone calls to Chambers are permitted only in urgent situations requiring immediate attention, such as a deposition dispute. In such situations only, call Chambers at the number listed above.
- C. **Faxes.** Faxes to Chambers are not permitted unless prior authorization is obtained. Authorization ordinarily will not be given for materials that should be filed via ECF.
- D. **Requests for Adjournments or Extensions of Time.** All requests for adjournments or extensions of time must be in writing and filed by ECF as a Letter Motion. Such requests should not be made unless the applicant has first consulted with all other parties. All requests for adjournments or extensions of time must state (1) the original date, (2) the reason for the request, (3) the number of previous requests for adjournment or extension, (4) whether these previous requests were granted or denied, and (5) whether the other parties to the action consent to or oppose the request. If the requested adjournment or extension affects any other scheduled dates, a proposed revised scheduling order must be included.

Requests for **adjournments of conferences** made less than **three business days** or, in the case of a settlement conference, **two weeks** before the scheduled date, will be **DENIED** except upon a showing of **EXCEPTIONAL** cause.

Requests for **extensions of discovery deadlines** must be made as a Letter Motion, and, in addition to the requirements specified above, must contain a description of discovery taken thus far, the additional discovery required, and the time needed to complete discovery.

- E. **Filing of Confidential Information.** There are two methods of filing confidential information on ECF, such that the information is viewable only to the Court, Court staff, and all parties: filing under seal or “ex-parte,” as long as the ex-parte filing party grants access to *all* parties, as described in subsection (2).

(1) Instructions for e-filing sealed documents for civil cases is available at <https://www.nyed.uscourts.gov/sites/default/files/forms/EfilingSealedCV.pdf>. As set forth in those instructions, parties seeking to file a document under seal must first file a Motion for Leave to E-File a Sealed Document. Sealed documents are available only to those who have been granted sealed access to the case.

(2) Alternatively, a party may file the document as “ex-parte,” if the filing party grants access to all parties. (PLEASE NOTE: Although technically labeled an “ex-parte” filing, this method of filing does not restrict the document to the filing party only.) Unlike a sealed document, prior permission is not required to file a document as “ex-parte” if access is granted to all parties. This “ex-parte” document will then be viewable to the parties, the Court, and Court staff.

### III. *Motions*

Before making any substantive motion, the moving party must comply with the Federal Rules of Civil Procedure, the Local Rules of the Eastern District, and the Individual Rules of the presiding judge (In consent cases assigned to this magistrate judge, these rules apply.). For discovery disputes, no formal motion is required. Parties seeking judicial resolution of a discovery-related motion should comply with Local Rules 37.3 and 6.4 and file a Letter Motion, not exceeding three (3) pages, exclusive of attachments. If more than three pages are necessary, parties should file a Letter Motion on ECF requesting permission to file a submission exceeding three pages. For non-discovery motions, the parties should follow the procedures outlined below.

- A. ***Pre-Motion Conferences in Civil Cases Handled by This Magistrate Judge on Consent.*** In all cases where the parties are represented by counsel, a pre-motion conference with the Court is required before making any motion other than a discovery or scheduling motion

To request a pre-motion conference, the moving party shall submit a Letter Motion, via ECF, not to exceed three (3) pages in length, setting forth the basis for the anticipated motion. All parties so served must serve and file a letter response, not to exceed three (3) pages, within seven (7) days from service of the notification letter. Service of the letter by the moving party within the time requirements of Rule 12 of the Federal Rules of Civil Procedure shall constitute timely service of a motion made pursuant Rule 12(b).

- B. ***No Courtesy Copies.*** Counsel and parties are directed NOT to send any courtesy copies to Chambers of pre-motion submissions or motions papers except as provided in Section II above or as specifically requested by Chambers.
- C. ***Filing of Motion.*** 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. In addition, the moving party (unless *pro se*) shall furnish chambers with a full set of courtesy copies of the motion papers, together with a letter specifying each document in the package.

- D. **Memoranda of Law.** The Court expects counsel to exercise their professional judgment as to the length of briefs and may impose limits if that expectation is not met.
- E. **Oral Argument on Motions.** Parties may request oral argument by Letter Motion at the time their moving or 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.
- F. **Post-Trial Motions.** Paragraph A above does NOT apply to any of the post-trial motions described in Federal Rule of Appellate Procedure 4(a)(4)(A). A pre-motion conference is not required before making such motions, which should be filed when served.

#### IV. **Pretrial Procedures in Civil Cases**

- A. **Joint Pretrial Orders in Civil Cases.** On or before the deadline set by the Court, the parties shall submit, via ECF, for the Court's approval, a joint pretrial order that complies with the requirements specified in the Individual Rules of the trial judge. In consent cases assigned to Judge Mann for trial, the joint pretrial order shall include the following:
  - i. The full caption of the action.
  - ii. The names, addresses (including firm names), telephone and fax numbers, and e-mail of trial counsel.
  - iii. 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 relied on and relevant facts as to citizenship and jurisdictional amount.
  - iv. A brief summary by each party of the claims and defenses that party has asserted that remain to be tried, without recital of evidentiary matter but including citations to all statutes relied on. Such summaries shall identify all claims and defenses previously asserted that are not to be tried.
  - v. 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. Any stipulations or agreed statements of fact or law that have been agreed to by all parties.

- vii. A list of the names and addresses of all witnesses, including possible witnesses who may be called only for impeachment or rebuttal purposes and so designated, 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. A designation by each party of those portions of any deposition testimony to be offered in its case in chief, with any cross-designations and objections by any other party.
- ix. 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. 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; and
- x. All exhibits must be premarked for the trial and exchanged with the other parties at least ten days before trial, or sooner if so directed by the Court. Where exhibits are voluminous, they should be placed in binders with tabs.

**B. *Filings Prior to Trial in Civil Consent Cases.*** Unless otherwise ordered by the Court, each party shall file, by ECF, pursuant to the schedule set by the Court:

- i. In all cases, motions addressing any evidentiary or other issues that should be resolved *in limine*; and
- ii. In any case where such party believes it would be useful, a pretrial memorandum.
- iii. In jury cases, requests to charge, proposed voir dire questions, and a proposed jury verdict form. 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. When feasible, proposed jury charges should also be submitted to Chambers on a flash drive in Word Perfect format.