

## Sample Form 7

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF CALIFORNIA

### STANDING ORDER

#### **JUDGE MARTIN J. JENKINS**

Courtroom 11, 19th Floor  
Gwen Wozniak, Courtroom Deputy  
(415) 522-2123

1. All counsel are hereby ordered to familiarize themselves with the Federal Rules of Civil Procedure and the Local Rules of the Northern District of California.
2. COURT DATES: The Court will hear the following matters on the following days and times:
  - a. Civil Law and Motion Calendar is heard on Tuesday at 9:30 a.m.
  - b. Criminal Calendar is heard on Thursday at 2:00 p.m.
  - c. Case Management/Status Conferences are held on **Tuesday at 2:00 p.m.**
  - d. Civil Pretrial Conferences are held on Tuesday at 3:30 p.m.
3. MOTIONS: Motions shall be filed and set for hearing in accordance with Civil Local Rule 7 and this Court's Standing Order. Motions shall not be noticed for hearing on a Tuesday following an official court holiday that falls on a Monday.
4. SUMMARY JUDGMENT/ADJUDICATION: Pursuant to Civil Local Rule 56-2, in any pending motion for summary judgment or summary adjudication, the parties are ordered to meet, confer and submit, on or before ten (10) court days prior to the date of the hearing, a joint statement of undisputed facts. Only one joint statement of undisputed facts, signed by all parties, should be filed.
5. EXPEDITED MOTIONS AND EX PARTE APPLICATIONS: All expedited motions and ex parte applications are considered on the papers and may not be set for a hearing. Counsel are advised that this Court allows ex parte applications solely for extraordinary relief and that sanctions may be imposed for misuse of ex parte applications.
6. CONTINUANCES: Counsel requesting a continuance of any conference, hearing, deadline, or other procedural changes, must submit a stipulation with a detailed declaration as to the reason for the requested continuance or extension of time. Continuances will be granted only upon a showing of good cause, particularly focusing upon evidence of diligence by the party seeking delay and of prejudice that may result if the continuance is denied.
7. DISCOVERY: All discovery matters shall be referred to a United States Magistrate Judge for the specific purpose of hearing all discovery disputes, unless otherwise ordered by the court. The words DISCOVERY MATTER shall appear in the caption of all documents relating to discovery to insure proper routing. Counsel are directed to contact the clerk for the assigned Magistrate Judge to schedule matters for hearing.

The decision of the Magistrate Judge shall be final and binding, subject to modification by the District Court only where it has been shown that the Magistrate Judge's order is clearly erroneous or contrary to law.

8. CRIMINAL PLEAS: Prior to a plea being entered in a criminal case, an Application for Permission to Enter Plea of Guilty must be completed. A copy of the plea agreement should be delivered to chambers by 12:00 p.m. the day prior to the entry of plea.

9. COMMUNICATION WITH CHAMBERS: Counsel shall not attempt to make contact by telephone or any other ex parte means with the Court or its chambers staff, but may contact the Courtroom Deputy at (415) 522-2123 with appropriate inquiries. Counsel should list their facsimile transmission numbers along with their telephone numbers on their papers to facilitate communication with the Courtroom Deputy.

10. NOTICE OF THIS ORDER: Counsel for plaintiff, or plaintiff, if appearing on his or her own behalf, is responsible for promptly serving notice of these requirements upon defendants' counsel. If this came to the Court via a noticed removal, this burden falls to the removing defendant.

IT IS SO ORDERED.

Dated: \_\_\_\_\_

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MARTIN J. JENKINS  
UNITED STATES DISTRICT JUDGE