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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

**CRIMINAL STANDING ORDER  
FOR THE HONORABLE THELTON E. HENDERSON**

1. Counsel must consult and comply with all provisions of the Local Rules for the Northern District of California and the Federal Rules of Criminal Procedure unless specifically superseded by this Standing Order or other order of the Court. Failure to do so may be subject to sanctions. Parties are advised that this Standing Order is subject to change without notice and that they should check for the latest revisions on the Court’s website at <http://cand.uscourts.gov/tehorders>.
2. The criminal law and motion calendar is conducted on certain Mondays at 2:30 PM in Courtroom No. 2, 450 Golden Gate Avenue, San Francisco, California. The available dates are listed on the Scheduling Notes on the Court’s website (<http://cand.uscourts.gov/teh>). **To place a matter on the calendar**, counsel must contact this Court’s courtroom deputy, at (415) 522-2047, no later than 2:00 PM the Thursday prior to the desired date. **To request a continuance of a scheduled hearing**, counsel must file a proposed order, preferably by stipulation, and including whether time under the Speedy Trial Act should be excluded, no later than 2:00 PM the Thursday prior to the scheduled hearing.
3. **If the defendant will be entering or changing a plea**, counsel shall notify the Court’s courtroom deputy as soon as possible, and no later than seven days prior to the scheduled appearance. If the plea is being entered pursuant to a plea agreement, counsel for the government shall deliver a copy of the agreement to chambers by no later than 5:00 PM, seven days 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 deliver a copy of the application for entry of plea to chambers (form available at

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<http://www.cand.uscourts.gov/crimforms>) by no later than 5:00 PM, seven days before the plea is to be entered.

4. The deadlines for submitting **sentencing memoranda** and responses thereto in Criminal Local Rules 32-5(b)-(c) are modified such that any sentencing memoranda are due at least fourteen days before the sentencing date, and any responses are due no later than seven days before the sentencing date. Although not required, sentencing memoranda are encouraged even if no departure or evidentiary hearing is requested.
  
5. All **motions** filed pursuant to Criminal Local Rule 47-2 must be noticed for hearing at least twenty-one days after the filing date. Oppositions must be filed not more than seven days after the motion is filed. If there is no opposition, a statement of non-opposition must be filed within the same timeframe. Replies must be filed not more than seven days after the opposition is filed.
  
6. **Requests to file documents under seal** must comply with Criminal Local Rule 56-1.

**IT IS SO ORDERED.**

Dated: March 11, 2014

  
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THELTON E. HENDERSON  
United States District Judge