

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

**CIVIL 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. Parties are reminded that most procedural questions are answered in the Local Rules. The Court will not accept any pleadings that are untimely or presented in an improper manner or form. The Local Rules are available on the Court’s website and may also be obtained from the Clerk’s Office. Any attorney who violates the Local Rules may be subject to sanctions pursuant to Civil Local Rule 1-4. 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. Counsel must notice their motions for a Monday morning at 10:00 AM and need not reserve a specific motion hearing date. Case management conferences are held on Mondays at 1:30 PM, and pretrial conferences are held on Mondays at 3:00 PM. Unless otherwise noted, case management conferences are held in Courtroom No. 12, and all other proceedings are held in Courtroom No. 2, 450 Golden Gate Avenue, San Francisco, California.
  
3. Parties wanting to continue hearings, request special status conferences, or make other procedural changes must do so either by a signed stipulation and proposed order or, if a stipulation is not possible, by a motion for administrative relief. Briefing schedules may only be changed with leave of court. A change in hearing date, including re-noticing of a motion following reassignment of a case to this Court, does not alter the original briefing schedule unless otherwise ordered by the Court. Parties seeking to enlarge a filing deadline or page limitation must file a stipulation and proposed order or motion for administrative relief at least five days prior to the deadline, rather than on the day the brief or other matter is due.

- 1 4. Any request to reschedule or to appear telephonically at a case management conference must  
2 be made in writing, and by stipulation if possible, at least ten calendar days prior to the  
3 scheduled case management conference date. Absent extraordinary circumstances and a  
4 showing of good cause, late requests will be denied.
- 5
- 6 5. If parties believe a protective order is necessary, they shall, where practicable, use one of the  
7 form stipulated protective orders available on the Court’s website at  
8 <http://cand.uscourts.gov/stipprotectorder>. Parties shall file one of the following with their  
9 proposed protective order: (a) a declaration stating that the proposed order is identical to one  
10 of the form orders except for the addition of case-identifying information or the elimination  
11 of language denoted as optional; (b) a declaration explaining each modification to the form  
12 order, along with a redline version comparing the proposed protective order with the form  
13 order; or (c) a declaration explaining why use of one of the form orders is not practicable.
- 14
- 15 6. Designating material as “confidential” under a protective order shall not automatically entitle  
16 the material to filing under seal. Requests to file material under seal must be narrowly  
17 tailored and filed in accordance with Civil Local Rule 79-5. Before seeking to file under seal  
18 any material designated as “confidential,” counsel shall review the material to make a good  
19 faith determination as to whether the material qualifies as sealable as defined in Civil Local  
20 Rule 79-5(b). If the filing party has designated the material as “confidential” and counsel  
21 determines that the material need not be filed under seal, counsel shall remove the  
22 “confidential” designation and file the material in the public record. If the material has been  
23 designated as “confidential” by another party and counsel determines that the material need  
24 not be filed under seal, counsel shall meet and confer with opposing counsel to attempt to  
25 resolve whether the material may be filed in the public record; only after meeting and  
26 conferring in good faith should a party file a motion to file any material under seal. The  
27 burden of establishing that any material is sealable rests on the party seeking to maintain  
28 confidentiality.

- 1 7. Pursuant to Civil Local Rule 5-1(e)(2), documents filed electronically must “be converted to  
2 PDF from the word processing original, not scanned,” if the filer has a copy of the document  
3 in an electronic format.  
4
- 5 8. Parties shall email proposed orders to [tehpo@cand.uscourts.gov](mailto:tehpo@cand.uscourts.gov) on the same day that they  
6 are filed electronically. Pursuant to Civil Local Rule 5-1(g), the emailed proposed orders  
7 must be in Word, Word Perfect, or ASCII text format, and not PDF format.  
8
- 9 9. Courtesy copies provided pursuant to Civil Local Rule 5-1(e)(7) must be clearly marked with  
10 the case number and “TEH Chambers Copy.” Exhibits must be tabbed. Chambers copies of  
11 exhibits more than two inches thick must be submitted in three-ring binders of no more than  
12 three inches. Parties need not submit chambers copies of stipulations, case management  
13 conference statements, pro hac vice applications, or ADR certifications.  
14
- 15 10. All discovery matters are hereby referred to a magistrate judge. If a discovery dispute arises,  
16 the parties should call this Court’s courtroom deputy, at (415) 522-2047, for a referral.  
17
- 18 11. Plaintiff is directed to serve copies of this order at once upon all parties to this action, and  
19 upon those subsequently joined, in accordance with Federal Rules of Civil Procedure 4 and 5.  
20 Plaintiff must file with the Court a certificate reflecting such service.  
21

22 **Failure to comply with this order may be deemed sufficient grounds for dismissal of this case,**  
23 **entry of default, or other appropriate sanctions.**  
24

25 **IT IS SO ORDERED.**

26  
27 Dated: March 17, 2014

  
THELTON E. HENDERSON  
United States District Judge