

**UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA**

**STANDING ORDER FOR CRIMINAL CASES BEFORE JUDGE EUMI K. LEE**

(Revised September 16, 2024)

**I. CONFORMITY TO RULES**

Parties and counsel shall comply with the Federal Rules of Criminal Procedure, the Criminal Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's standing orders.

**II. SCHEDULING**

Parties should review Judge Lee's calendar and scheduling notes on the website (<https://www.cand.uscourts.gov/lee-eumi-k-ekl/>) for the most recent information regarding when and where hearings are held and specific date availability.

All proceedings shall be conducted in person. The parties may jointly request that a status conference or non-evidentiary motion be held over Zoom.

Parties and counsel may contact Judge Lee's Courtroom Deputy Laura Thomson at (408) 535-5330 or [eklcrd@cand.uscourts.gov](mailto:eklcrd@cand.uscourts.gov) with inquiries regarding scheduling or other administrative matters.

To request a continuance of a scheduled hearing, counsel must file a proposed order, preferably by stipulation, including whether time under the Speedy Trial Act should be excluded, no later than three (3) court days before the scheduled hearing.

**III. CHANGE OF PLEA**

If a plea is being entered pursuant to a plea agreement, government counsel shall email a copy of the plea agreement to Courtroom Deputy Laura Thomson at [eklcrd@cand.uscourts.gov](mailto:eklcrd@cand.uscourts.gov) no later than noon three (3) court days before the plea is to be entered.

If there is to be an open plea, counsel for the defendant shall notify the Court no later than noon three (3) court days before the plea is to be entered. Counsel shall review and complete the Application to Enter Guilty Plea & Order form (<https://cand.uscourts.gov/forms/criminal-forms/>), presenting the government with a copy of the completed application.

#### **IV. MOTIONS**

Motions must be noticed for hearing in accordance with Criminal Local Rule 47-1. Criminal motions are heard by reservation only. To reserve a hearing date, parties shall contact Judge Lee's Courtroom Deputy, Laura Thomson, at (408) 535-5330 or [eklcrd@cand.uscourts.gov](mailto:eklcrd@cand.uscourts.gov).

All motions shall comply with Criminal Local Rule 47-2. Unless otherwise ordered, the parties may stipulate to any mutually agreeable briefing schedule so long as all briefing is complete at least seven (7) days in advance of the hearing date. In the absence of a stipulation, motions (except those pertaining to sentencing) shall be filed at least 21 days in advance of the hearing date. Opposition briefs shall be filed at least fourteen (14) days in advance of the hearing date. Reply briefs shall be filed at least (7) seven days in advance of the hearing date.

#### **V. CHAMBERS COPIES**

Unless the Court specifically orders otherwise, one chambers copy of all law and motion papers shall be submitted to the Clerk's Office. Chambers copies should be double-sided and should bear the ECF filing "stamp" (case number, docket number, date, and ECF page number) along the top of the page. All exhibits shall be clearly delineated with labels along the right side. If the filing includes exhibits over two (2) inches thick, the parties shall place the copies in a binder. The copies shall be marked "Chambers Copy" and submitted to the Clerk's Office in an envelope marked with the case number and "Chambers Copy." Chambers copies shall be mailed for receipt or delivered to the Clerk's Office within two (2) court days after the materials are filed.

The Court may order the parties to provide digital chambers copies by email or portable media (*e.g.*, a flash drive).

#### **VI. SEALED DOCUMENTS**

For any documents submitted under seal, the parties shall provide a courtesy paper copy as required by Criminal Local Rule 56-1, and a courtesy electronic copy via flash drive. Chambers copies of sealing motions shall include only unredacted documents, with any proposed redactions highlighted.

The motion must be accompanied by a proposed order that is narrowly tailored to seal only the sealable material, and lists in table format each document or portion thereof that is sought to be sealed, pursuant to Criminal Local Rule 56-1(c). Proposed orders should be sent in Microsoft Word format to [eklpo@cand.uscourts.gov](mailto:eklpo@cand.uscourts.gov).

The public has the right to inspect court records, subject to narrow exceptions. The filing party must make a specific showing explaining why each document that it seeks to seal may justifiably be sealed and why the proposed redactions are as narrowly tailored as possible.

#### **VII. PRONOUNS AND TITLES**

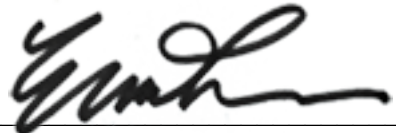
If they so choose, litigants and lawyers may indicate their pronouns (*e.g.*, she/her, he/him, they/their) and honorifics (*e.g.*, Mr., Ms., Mx., Dr.) by adding the information in the name block or signature line of the pleadings, by filing a letter on the public docket, or by informing the Court at the start of a hearing.

#### **VIII. DISCOVERY CUT-OFF**

Absent a contrary order from the Court, the discovery cut-off date is fourteen (14) days before the pretrial conference. Any material disclosed after that date may be excluded unless the disclosing party: (a) can show good cause for why it was not sought, obtained, and disclosed sooner; and (b) discloses it within 24 hours of receipt of the material.

**IT IS SO ORDERED.**

Dated: September 16, 2024

  
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EUMI K. LEE  
United States District Judge