

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

**STANDING ORDER FOR ALL CRIMINAL CASES BEFORE  
DISTRICT JUDGE JON S. TIGAR**

**A. Compliance with Criminal Local Rules**

All parties shall comply with the Criminal Local Rules of this district and the Federal Rules of Criminal Procedure, unless otherwise noted in this standing order.

**B. Court Schedule**

Judge Tigar hears criminal motions on Fridays at 9:30 a.m., in Courtroom 9, 19th Floor, United States District Court, 450 Golden Gate Avenue, San Francisco, California, or as specially set.

Pretrial conferences in criminal cases are held on Fridays at 2:00 p.m.

Trials commence on Mondays at 8:00 a.m. and proceed Monday through Thursday.

Scheduling questions may be addressed to Courtroom Deputy William Noble, who can be reached at (415) 522-2036.

**C. Motions**

Motions must be noticed for a hearing in accordance with Criminal Local Rule 47-1. Counsel need not reserve a hearing date in advance. Before selecting a hearing date, however, counsel must consult Judge Tigar's weekly calendar, which is available at <http://www.cand.uscourts.gov/jst>, to determine which dates are available. The Court may reset noticed hearing dates as its calendar requires.

Any party wishing to have motions in limine heard prior to the commencement of trial must file and serve them at least 14 days prior to the pretrial conference. All motions in limine shall be contained in one document, limited to 25 pages, with each motion listed as a subheading. Oppositions to the motions in limine shall be contained in one document, limited to 25 pages, with corresponding subheadings, and shall be filed and served no later than seven days prior to the pretrial conference. The Court will not consider reply briefs absent prior order on a showing of good cause. The motions in limine will be heard at the pretrial conference, unless the Court sets another time.

**D. Courtesy Copies and Proposed Orders**

The Court requires courtesy copies of pleadings, motions, and related briefing, including attachments, exhibits, declarations, and other accompanying material. The copies must include tabs between exhibits and shall be double-sided.

The quality, condition, and labeling of binders, when used, should be such that the Court can easily transport and review the binders' contents. Whenever possible, the spine of a binder should not exceed three inches in width.

**E. Pretrial Conference Statement**

The parties shall attach to their pretrial statement, which must address all items listed in Criminal Local Rule 17.1-1(b), a joint set of jury instructions ordered in logical sequence, and a table of contents describing each of the jointly proposed instructions. The parties shall use the Ninth Circuit Model Jury Instructions whenever possible. Any deviations from the Ninth Circuit pattern instructions shall be clearly identified by separate red-lined copy and supported by authority. The Court discourages the unnecessary submission of special instructions or modification of pattern instructions. Special instructions, if any, must be complete, accurate, balanced, clear, and non-argumentative. If the parties disagree as to any instruction, any such instruction shall be marked as "disputed" and shall be followed by concise argument and authority in support of and against the use of the instruction.

The parties also shall attach to their pretrial statement a joint set of voir dire questions, and separately, they shall file a set of voir dire questions on which they could not agree.

Counsel for the United States shall file and serve a verdict form on the same day the pretrial conference statement is due.

Additionally, the parties shall e-mail Word versions of these materials to [jstpo@cand.uscourts.gov](mailto:jstpo@cand.uscourts.gov) on the same day they file them.

**F. Exhibits**

At least 21 days before the final pretrial conference, the parties shall exchange copies of all exhibits, summaries, charts, schedules, diagrams, and other similar documentary materials to be used in their case-in-chief, together with a complete list of all such proposed exhibits and any objections to such exhibits. Voluminous exhibits shall be reduced by elimination of irrelevant portions or through the use of summaries. Each exhibit shall be pre-marked with a trial exhibit sticker and not a deposition exhibit label. The sticker shall be in the following format:

United States District Court Northern District of California
<b>DEFENDANT'S EXHIBIT 200</b>
Case No. _____
Date Entered _____
By _____ Deputy Clerk

The parties shall mark their exhibits using non-overlapping ranges of numbers, leaving enough unused numbers that additional exhibits can be marked during trial. For example, the parties might agree that the government will use numbers 001–199 and the defendant will use numbers 200–399.

Following the exchange, the parties shall immediately meet and confer about the exhibits and any potential objections thereto, and shall make a good faith effort to stipulate to exhibits' admissibility. If the parties cannot so stipulate, they shall make every effort to stipulate at least to authenticity and foundation absent a legitimate (not tactical) objection. The Court may inquire about the basis for any or all of a party's objections to another party's exhibits and/or conduct a pre-trial conference to rule on such objections, so as to ensure that the jury's time is not wasted during trial.

Unless otherwise ordered, at least five court days prior to the beginning of trial, the parties shall deliver three sets of all pre-marked exhibits in clearly labeled three-ring binders to the courtroom deputy. The quality, condition, and labeling of the binders should be such that the Court can easily transport and review the binders' contents. Whenever possible, the spine of a binder should not be wider than three inches.

All exhibits that have not been provided as required are subject to exclusion in the reasonable exercise of the Court's discretion.

Upon conclusion of the trial, each party shall retain its own exhibits.

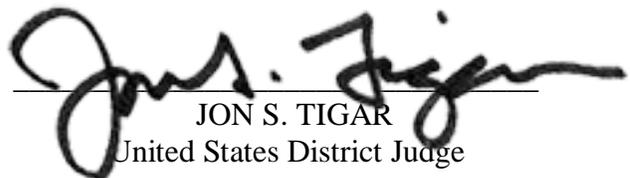
**G. Transcripts**

Transcripts must be requested at least 14 days prior to the commencement of trial. To request a transcript, a party may contact Debra Campbell at [Debra\\_Campbell@cand.uscourts.gov](mailto:Debra_Campbell@cand.uscourts.gov).

**H. Interpreters**

If any witness will require an interpreter at trial and there is no certified court interpreter available to translate in the appropriate language, counsel shall notify Courtroom Deputy William Noble at least 30 days before the commencement of trial at (415) 522-2036.

Dated: January 1, 2014

  
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JON S. TIGAR  
United States District Judge