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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

**STANDING ORDER FOR CIVIL CASES BEFORE
DISTRICT JUDGE HAYWOOD S. GILLIAM, JR.**

CONFORMITY TO RULES

1. Parties and counsel shall follow the Federal Rules of Civil Procedure, the Civil Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court’s standing orders.

SERVICE OF STANDING ORDER

2. Plaintiff (or in the case of removed cases, any removing defendant) shall promptly serve copies of this standing order upon all parties to the action, and upon those subsequently joined, in accordance with the provisions of Federal Rules of Civil Procedure 4 and 5. Following service, the responsible party shall file a certificate of service with the Clerk of this Court.

COMMUNICATION WITH THE COURT

3. Counsel shall not attempt to contact Judge Gilliam or his chambers staff by telephone, email, or any other *ex parte* means, but may contact his Courtroom Deputy, Nikki Riley, at (415) 522-2039 regarding scheduling or other appropriate matters.

SCHEDULING

- 4. All hearings and appearances will be held in Courtroom 10 on the 19th Floor of the United States Courthouse, 450 Golden Gate Avenue, San Francisco, California.
- 5. Civil case management conferences are generally conducted on Tuesdays at 2:00 p.m.
- 6. Civil pretrial conferences are generally conducted on Tuesdays at 3:00 p.m.
- 7. Civil motions are generally heard on Thursdays at 2:00 p.m.
- 8. Trials are generally conducted from 8:30 a.m. until 1:30 p.m., Monday through

1 Friday. Please refer to this Court’s Civil Pretrial and Trial Standing Order for information
2 regarding civil trials.

3 9. Counsel need not reserve motion hearing dates, but should check Judge Gilliam’s
4 scheduling notes on the Court’s website to determine the next available law and motion calendar
5 date. Motions may be reset as the Court’s calendar requires. The order of call on each calendar
6 will be determined by the Court. Scheduling questions should be addressed to Judge Gilliam’s
7 Courtroom Deputy.

8 10. The Court may find a matter suitable for disposition without oral argument and
9 vacate the hearing on the matter. If, however, any party advises the Court in writing by no later
10 than two days from the date of the order vacating the hearing that the argument for its side will be
11 conducted by a lawyer who has been licensed to practice law for five or fewer years, then the
12 Court will consider rescheduling the hearing in order to provide that opportunity.

13 11. In any proposed case schedule, the parties shall allow at least six weeks between
14 the proposed dispositive motion hearing deadline and the proposed final pretrial conference. The
15 parties shall also allow at least two weeks between the proposed final pretrial conference and the
16 first day of the proposed trial.

17 12. Once the Court has entered a case schedule, the parties may not stipulate to move
18 the dates set for the dispositive motion hearing deadline, the final pretrial conference, or the trial.
19 If the parties seek to move one of these dates, the parties must file a joint statement of no more
20 than 3 pages proving particularized good cause for the requested change.

21 **CASE MANAGEMENT CONFERENCES**

22 13. The parties must file a joint case management statement addressing those items
23 required by the Standing Order for all Judges of the Northern District of California. Parties shall
24 file their joint statement not less than seven calendar days prior to the case management
25 conference. In cases involving pro se litigants, the parties may file separate case management
26 statements.

27 14. The attorney appearing at a case management conference must have full authority
28 to make decisions about any issue that may come up during the conference.

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DISCOVERY DISPUTES

15. As soon as a matter is assigned to this Court, the Court will assign a Magistrate Judge to handle all discovery disputes. After a Magistrate Judge has been assigned to a case for discovery, the parties in that case must handle any discovery matters according to the procedures set by that Judge.

16. The parties must allow sufficient time for the assigned Magistrate Judge to resolve discovery disputes before the close of discovery. Absent truly compelling reasons, the Court will not extend case deadlines based on a pending discovery dispute.

MOTIONS FOR SUMMARY JUDGMENT

17. Parties are limited to filing one motion for summary judgment. Any party wishing to exceed this limit must request leave of Court and must show good cause.

18. Joint statements of undisputed facts are not required but are helpful if completely agreed upon. Separate statements of undisputed facts may not be filed.

EXHIBITS

19. Where each party relies on the same exhibit, the later-filing party should cite to the earlier-filed exhibit and should not file a duplicate exhibit. If possible, the parties should meet and confer prior to filing a motion and submit a joint appendix of evidence. The joint appendix shall be bound in a three-ring binder and provided to the Court as described below in paragraph 20.

CITATIONS

20. If either party cites to an unpublished case, the Court generally prefers Westlaw citations. If the Westlaw citation cannot be provided, the party should include the case number, court name, and exact date of publication in the citation.

PROPOSED ORDERS

21. Proposed orders shall be submitted in Word format by email to HSGpo@cand.uscourts.gov on the same day the proposed order is e-filed.

COURTESY COPIES

22. Counsel shall submit two courtesy copies of substantive filings. Courtesy copies shall include substantive briefs and associated declarations, but shall not include other documents

1 such as exhibits and requests for judicial notice. Courtesy copies of certificates and proofs of
2 service, notices of appearance, motions to appear by telephone, certificates of interested parties,
3 ADR certifications and similar administrative filings should not be submitted. All courtesy copies
4 must be double-sided, three-hole punched at the left margin, and marked with the ECF stamp (case
5 number, document number, date, and page number) on the top of each page. These printed copies
6 shall be marked "Chambers Copy – Do Not File" and shall be in an envelope clearly labeled with
7 Judge Gilliam's name and the case number.

8 **IT IS SO ORDERED.**

9 Dated: January 12, 2017

10 
11 HAYWOOD S. GILLIAM, JR.
12 United States District Judge