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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

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

**CONFORMITY TO RULES**

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Criminal Procedure, the Criminal Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court’s standing orders.

**COMMUNICATION WITH THE COURT**

2. 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 (510) 637-3543 regarding scheduling or other appropriate matters.

**SCHEDULING**

3. All hearings and appearances will be held in Courtroom 2 on the 4th Floor of the United States Courthouse, 1301 Clay Street, Oakland, California.

4. The criminal law and motion calendar is generally conducted at 2:00 p.m. on Wednesdays at the Oakland Courthouse. Pretrial conferences are generally conducted at 3:00 p.m. on Tuesdays.

5. Trials are generally conducted from 8:30 a.m. until 1:30 p.m., Monday through Friday, at the Oakland Courthouse. Please refer to this Court’s Criminal Pretrial and Trial Standing Order for information regarding criminal trials.

**CHANGE OF PLEA**

6. If a plea is being entered pursuant to a plea agreement, counsel for the government shall email a copy of the plea agreement to the Court (with all counsel cc’d) to [HSGcrd@cand.uscourts.gov](mailto:HSGcrd@cand.uscourts.gov) by 2:00 p.m. the Friday before the plea is to be entered. If there is to

1 be an open plea, counsel for the defendant shall notify the Court by 2:00 pm the Friday before the  
2 open plea is to be entered.

3 **MANDATORY REMAND STATUTE**

4 Prior to change of plea and sentencing hearings for out-of-custody Defendants, the  
5 government shall indicate whether the offense of conviction is subject to the mandatory remand  
6 statute, 18 U.S.C. § 3143. The government shall email the Court (with all counsel cc'd) to  
7 [HSGcrd@cand.uscourts.gov](mailto:HSGcrd@cand.uscourts.gov) by no later than the Monday before the hearing.

8 **MOTIONS**

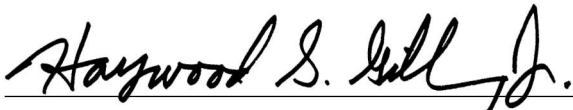
9 7. Motions must be noticed for a hearing in accordance with Criminal Local Rule 47-  
10 1. Counsel need not reserve a hearing date in advance. However, before selecting a hearing date,  
11 counsel must consult Judge Gilliam's scheduling notes to determine which dates are available.  
12 Motions may be reset as the Court's calendar requires. All motions shall comply with Criminal  
13 Local Rule 47-2. Please refer to this Court's Criminal Pretrial and Trial Standing Order for  
14 information regarding motions in limine.

15 **COURTESY COPIES**

16 8. Paper courtesy copies shall not be submitted unless the Court requests them. The  
17 Court may at times order the parties to provide digital courtesy copies of motions filings,  
18 including supporting documents, on portable media (e.g., a CD or flash drive).

19 **IT IS SO ORDERED.**

20 Dated: January 6, 2025

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22 HAYWOOD S. GILLIAM, JR.  
23 United States District Judge  
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