

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

**CRIMINAL STANDING ORDERS**

1. **Conformity to Rules.** Counsel are expected to consult and comply with all provisions of the Local Criminal Rules and the Federal Rules of Criminal Procedure relating to disclosure and discovery, motions, continuances, and all other matters, unless specifically superseded by these Standing Orders or this Court's Guidelines for Motions, Final Pretrial Conference, and Trial in Criminal Cases.

2. **Chambers Copy and Proposed Orders.**

If requested by the Court, the parties shall submit a chambers copy of the filing at issue to the Clerk's Office in an envelope clearly marked with the case name and number, and "JSW Chambers Copy" in the time required by the Northern District Criminal Local Rules. The Court does not require chambers copies of (i) notices of appearance and (ii) substitution of counsel.

All chambers copies must be securely bound at the top or on the side, either with staples, "ACCO" fasteners, or velo-binding, or shall be submitted in binders. **Binder clips, paper clips, and rubber bands will not satisfy this requirement.** If a particular motion, declaration or other submission is more than two inches thick, the parties should submit the chambers copies of the document in multiple volumes that do not exceed two inches. When a declaration or other document includes exhibits, parties shall submit chambers copies of the documents which include tabs that separate each exhibit.

**The Court reserves the right to reject non-conforming chambers copies and to require the party to re-submit them in accordance with this Standing Order.**

**If the parties are requesting relief from the Court, they must electronically file a proposed order with the request.** The parties must also email Word versions of any proposed orders to [jswpo@cand.uscourts.gov](mailto:jswpo@cand.uscourts.gov).

3. **Scheduling, Appearance of Lead Trial Counsel Required.** The criminal law and motion calendar and status conference are conducted on Tuesdays at 1:00 p.m. Pretrial Conferences are conducted on Mondays at 2:00 p.m. Trials are set to commence on Mondays at 8:00 a.m. Subject to the Court's availability, the jury shall be chosen the Wednesday preceding the first day of trial, at 8:00 a.m.

The parties shall appear in person through counsel, who must be prepared to discuss all items referred to in this Order and must have the authority to enter stipulations and to agree to further scheduling dates.

4. **Motions and Sentencing Memoranda.** All motions, except those pertaining to sentencing or motions *in limine*, shall be filed at least **thirty-five (35)** days in advance of the hearing date. Opposition briefs shall be filed and served not more than **fourteen (14)** days after the motion is filed and served. Reply briefs shall be filed and served not more than **seven (7)** days after the opposition is due. If counsel believes an evidentiary hearing is necessary, they should notify the Court of that fact in their brief.

Motions for or relating to sentencing shall be filed at least **seven (7)** calendar days before the date on which Judgment and Sentencing is scheduled. Responses or objections to motions relating to sentencing shall be filed at least **five (5)** calendar days before the date on which Judgment and Sentencing is scheduled.

Although the parties are not required to file a Sentencing Memorandum, except as set forth in Criminal Local Rule 32-5(b), the Court encourages the parties to do so. **If a party chooses to submit a Sentencing Memorandum to the Court, it must be filed at least seven (7) calendar days before the date on which Judgment and Sentencing is scheduled. Responses to Sentencing Memoranda shall be filed at least five (5) calendar days before the date on which Judgment and Sentencing is scheduled.**

5. **Change of Plea.** If the plea is being entered pursuant to a plea agreement, the parties shall submit the proposed Plea Agreement or the Application to Enter a Guilty Plea to Judge White by no later than 9:00 a.m. the Friday prior to the change of plea hearing. Submission shall be made to each of the following email addresses: [jswpo@cand.uscourts.gov](mailto:jswpo@cand.uscourts.gov) and [jswcrd@cand.uscourts.gov](mailto:jswcrd@cand.uscourts.gov). An application for Entry of Plea (available at <https://www.cand.uscourts.gov/criminalforms>) is required only for open pleas.
6. **Discovery.** The procedures for disclosure and discovery set forth in the Local Criminal Rules, in particular Criminal Local Rule 16-1, and the Federal Rules of Criminal Procedure will be strictly enforced.

**IT IS SO ORDERED**



Jeffrey S. White

12/2024 Rev.