

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

**STANDING ORDER FOR CIVIL CASES BEFORE
DISTRICT JUDGE TRINA L. THOMPSON**

CONFORMITY TO RULES

1. Parties and counsel shall follow the Federal Rules of Civil Procedure, Civil Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's standing orders. Any failure to comply with any of the rules and orders may be deemed sufficient grounds for monetary sanctions, dismissal, entry of default judgment, or other appropriate sanctions.

SERVICE OF STANDING ORDER

2. Plaintiff (or in the case of removed cases, any removing defendant) shall promptly serve copies of this standing order and the Standing Order for All Judges of the Northern District of California 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 Thompson or her chambers staff by telephone, email, or any other *ex parte* means, but may contact her Courtroom Deputy, Robert McNamee, at (415) 522-2039 or TLTCRD@cand.uscourts.gov regarding scheduling or other appropriate matters.

SCHEDULING

4. All hearings and appearances will be held in Courtroom 9 on the 19th floor of the United States Courthouse, 450 Golden Gate Avenue, San Francisco, California.

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1 5. Trials are generally conducted from 8:30 a.m. until 1:30 p.m., Monday through
2 Thursday. Please refer to this Court's Civil Pretrial and Trial Standing Order for information
3 regarding civil trials.

4 6. Civil motions are generally heard on Tuesday at 2:00 p.m.

5 7. Civil case management conferences are generally conducted on Thursday at 2:00
6 p.m.

7 8. Civil pretrial conferences are generally conducted on Thursday at 3:30 p.m.

8 9. Counsel need not reserve motion hearing dates but should check Judge Thompson's
9 scheduling notes on the Court's website to determine the next available law and motion calendar
10 date. Motions may be reset as the Court's calendar requires. The order of call on each calendar
11 will be determined by the Court. Scheduling questions should be addressed to Judge Thompson's
12 Courtroom Deputy. Parties may not set hearing dates on days where the Court has indicated dates
13 are full. Before setting a hearing, parties may check the Court's scheduling notes where full
14 motion hearing dates are listed: <https://apps.cand.uscourts.gov/CEO/cfd.aspx?B318#Notes>.

15 10. The Court may find a matter suitable for disposition without oral argument and
16 vacate the hearing on the matter. If, however, a party advises the Court in its noticed motion, or in
17 writing at the time of a motion's filing, that argument for its side will be conducted by a lawyer
18 who has been licensed to practice law for five or fewer years, the Court will be inclined to hear
19 oral argument to provide that opportunity.

20 **INVITATION TO SELF-IDENTIFY PRONOUNS AND HONORIFICS**

21 11. Litigants and lawyers may indicate their pronouns (e.g., she/her, he/him, they/their)
22 and honorifics (e.g., Mr., Ms., Mx., Dr.) by filing a letter, adding the information in the name
23 block or signature line of the pleadings, or verbally informing the Court when making an
24 appearance.

25 **CASE MANAGEMENT CONFERENCES**

26 12. Unless otherwise ordered, the parties must file a joint case management statement
27 addressing those items required by the Standing Order for all Judges of the Northern District of
28 California. Parties must not incorporate prior case management statements by reference. Parties

1 shall file their joint statement not less than seven calendar days prior to the case management
2 conference, unless otherwise ordered by the court. In cases involving pro se litigants, the parties
3 may file separate case management statements.

4 13. Parties must also review in detail the Northern District's electronically stored
5 information ("ESI") guidelines and checklist for Rule 26(f) conferences, which are available at
6 <https://cand.uscourts.gov/eDiscoveryGuidelines>. The Court discourages deviation from the ESI
7 guidelines absent good cause. Failure to meet and confer regarding the required topics prior to the
8 initial case management conference, including ESI, may, in the reasonable exercise of the Court's
9 discretion, result in sanctions or disciplinary action.

10 14. Consistent with Civil Local Rule 16-8(c) and Alternative Dispute Resolution
11 ("ADR") Local Rule 3-5(b), at least seven calendar days prior to the case management conference,
12 the parties shall also file the Stipulation and Proposed Order form, which identifies the ADR
13 process that the parties have selected and a proposed deadline by which the parties will conduct
14 the ADR session. The court form is available at:
15 https://www.cand.uscourts.gov/filelibrary/3389/ADR_Stip_fillable.pdf. The default timing for
16 ADR is within 90 days of the initial case management conference. To the extent the parties cannot
17 agree on form or timing, they should explain the dispute in the joint statement and be prepared to
18 discuss it at the initial case management conference.

19 15. In proposing a case schedule, the parties should agree on a trial date and work
20 backward from that date to ensure adequate time for expert discovery, dispositive motions, class
21 certification motions, and other events. The Court provides the following additional guidance:

- 22 • Trials are approximately eighteen to twenty-four months from the initial
23 management conference.
- 24 • Pretrial Conference is four to six weeks before trial.
- 25 • Joint Pretrial Statements (including objections, motions in limine, and jury
26 instructions) are due four weeks before Pretrial Conference.
- 27 • Last Day to Hear Dispositive Motions is at least eight weeks before pretrial
28 conference.

- Last Day to File Dispositive Motions is generally at least thirty-five days before hearing on dispositive motions.
- *Daubert* motions must be filed and heard by the dispositive motion hearing deadline.
- The parties must allow at least eight weeks between the proposed dispositive and *Daubert* motions' hearing deadline and the proposed final pretrial conference.

The Court's expectation is that many cases can and should be able to be tried within twelve months of the case management conference. Counsel requesting longer pretrial periods must be prepared to justify that request at the initial case management conference.

16. Once the Court has entered a case schedule, the parties may not move the dates except by Court order. If the parties seek to move one of these dates, the parties must file a joint statement of no more than three pages proving particularized good cause for the requested change. A trial date typically will be set at the initial case management conference. Once set, the trial date will not be continued absent compelling good cause.

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

18. After reviewing the parties' case management conference statement, the court may vacate the conference and issue a case management order based on the parties' statement.

REMOTE APPEARANCES

19. Unless specially set, all initial and further case management conferences will be conducted through Zoom videoconference. Prior to the case management conference, the Courtroom Deputy will publish a notice on the case docket explaining how the conference will be conducted and provide access information for counsel.

20. Persons granted remote access to court proceedings by Zoom teleconference or telephone are strictly prohibited from photographing, including "screen-shots," recording, and rebroadcasting the court proceeding. Pursuant to General Order 58, ¶ III, violation of these

1 prohibitions may result in sanctions, including removal of court-issued media credentials,
2 restricted entry to future hearings, or any other sanctions deemed necessary by the court.

3 **DISCOVERY DISPUTES**

4 21. Discovery disputes should be brought to the Court's attention as early as possible.
5 If the parties cannot resolve their discovery dispute after a good faith effort, they shall prepare and
6 file a joint letter of no longer than five pages stating the nature and status of their dispute. As soon
7 as a discovery-related matter arises, the Court may refer the case to a Magistrate Judge to handle
8 all discovery disputes. After a Magistrate Judge has been assigned to a case for discovery, the
9 parties in that case must handle any discovery matters according to the procedures set by that
10 Judge.

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

14 **AMENDED COMPLAINTS**

15 23. All amended complaints shall attach as an exhibit a red-line document showing the
16 changes made to the previously filed complaint.

17 **MOTIONS FOR SUMMARY JUDGMENT**

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

20 25. Motions for summary judgment must comply with Civil Local Rule 7 in all
21 respects.

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

24 27. The Court strongly encourages parties to permit less experienced lawyers,
25 including lawyers from historically under-represented groups, to actively participate in the
26 proceedings by presenting argument at motion hearings or examining witnesses at trial. The Court
27 is amenable to permitting a number of lawyers to argue for one party if this creates an opportunity
28 for such attorneys to participate.

EXHIBITS

28. 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.

CITATIONS

29. 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

30. Proposed orders shall be submitted in Word format by email to the Courtroom Deputy at TLTPPO@cand.courts.gov on the same day the proposed order is e-filed.

FILING AND COURTESY COPIES

31. Each electronic PDF filing should be text-searchable whenever practicable. This requirement is waived for litigants proceeding pro se.

32. Except for pro se litigants, parties are required to provide one set of paper chambers copies of all electronically filed documents, including the opening, opposition, and reply briefs and any supporting declarations and exhibits. All copies must be double-sided and three-hole punched at the left-hand side. Chambers copies containing declarations and exhibits must be separated by tabbed dividers. Any chambers copies, including declarations and exhibits, that are more than 25 pages must be in a binder.

33. Chambers copies shall be marked “Chambers Copy – Do Not File” and be delivered to the Clerk’s Office no later than three days after electronic filing.

MOTIONS TO SEAL

34. Any party seeking to file a document under seal must carefully review and comply with Civil Local Rule 79-5, except as that Rule is modified here for civil cases before Judge Thompson. Any non-confirming Motion to Seal may be summarily terminated by the Court.

35. When submitting a motion to seal, the filing party must state whether the compelling reasons or good cause standard applies and explain why. *See Kamakana v. City and Cnty. of Honolulu*, 447 F.3d 1172, 1178-82 (9th Cir. 2006).

36. 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, rather than making blanket statements about the grounds for sealing. Generic and vague references to “competitive harm” are almost always insufficient justification for sealing.

37. Any proposed order under Civil Local Rule 79-5(c)(3) must include in the table for each item sought to be sealed: (1) the docket numbers of the public and provisionally sealed versions of documents sought to be filed under seal; (2) the name of the document; (3) the specific portion(s) of the document sought to be filed under seal; and (4) the filer’s reasons for seeking sealing of the material, along with citations to the relevant declarations and any supporting legal authority.

38. Parties may use the following format as a guide:


Docket No./Public (Sealed)	Document	Portion(s) Sought to be Sealed	Evidence Offered in Support of Sealing	Ruling
Dkt. No. ___/ (Dkt. No. ___)	Defendant’s Motion for Summary Judgement	p. 7, 11. 19–28	Smith Declaration at ¶ 2	

39. Any declaration by a Designating Party under Civil Local Rule 79-5(f)(3) must include a new proposed order in the tabular format required by Civil Local Rule 79-5(c)(3) that includes the Designating Party’s reasons for sealing the material. In addition, any declaration by a Designating Party under Civil Local Rule 79-5(c)(3) that seeks less extensive sealing than its associated administrative motions to seal must be accompanied by revised redacted and unredacted versions of the documents sought to be sealed that comply with the requirements of Civil Local Rule 79-5(d) and (e), including the requirement that the portions sought to be sealed must be clearly marked on the unredacted version.

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IT IS SO ORDERED.

Dated: September 9, 2025


TRINA L. THOMPSON
United States District Judge