

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

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

CONFORMITY TO RULES

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of Criminal Procedure, Criminal Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's standing orders.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

3. 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.

4. The criminal law and motion calendar is generally conducted on Friday at 8:30 a.m. The in-custody calendar is usually conducted on Friday at 10 a.m. Pretrial conferences, along with status conferences, are generally conducted at 11:00 a.m.

5. If a party would like to have a matter placed on the Court's calendar for a defendant in custody, counsel must advise the Courtroom Deputy, Robert McNamee, at (415) 522-2039 or TLTCRD@cand.uscourts.gov, five (5) court days before the defendant is to be transported to the Court by the United States Marshal.

6. To request a continuance of a scheduled hearing, counsel must file a proposed order, preferably by stipulation, including whether time under the Speedy Trial Act (see 18 U.S.C.A. § 3161) should be excluded, by no later than 10:00 a.m. the Monday prior to the scheduled hearing. Continuances are not granted unless and until the Court so orders.

8. Sentencing, change of plea, and any evidentiary hearings shall be in person. Zoom appearances will only be permitted for good cause on a case-by-case bases. If a Zoom appearance is requested, the lawyers and defendant must file a stipulation two days before the scheduled hearing.

9 9. Status conferences and non-evidentiary motions may proceed by Zoom. Status
10 conferences and motions for in-custody defendants will occur by Zoom as long as the CARES Act
11 is in effect.

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

11. Parties seeking to file a document under seal must follow the procedures required by the Criminal Local Rules. All documents under seal should be lodged with the San Francisco Clerk's Office and the parties shall submit a chambers copy of the documents under seal.

12. If a plea is being entered pursuant to a plea agreement, counsel for the government shall deliver a copy of the plea agreement to the Clerk's Office in San Francisco by 2:00 p.m. the Friday before the plea is to be entered and email a courtesy copy to TLTCRD@cand.uscourts.gov. If there is to be an open plea, counsel for the defendant shall notify the Court by 2:00 p.m. the Friday before the open plea is to be entered.

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MANDATORY REMAND STATUTE

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

MOTIONS

14. Motions must be noticed for a hearing in accordance with Criminal Local Rule 471. Counsel need not reserve a hearing date in advance. However, before selecting a hearing date, counsel must consult Judge Thompson's scheduling notes to determine which dates are available. Motions may be reset as the Court's calendar requires. All motions shall comply with Criminal Local Rule 47-2. Please refer to this Court's Criminal Pretrial and Trial Standing Order for information regarding motions in limine. All filing deadlines are at 5:00 p.m. unless otherwise ordered.

15. Electronically filed documents must be text-searchable PDFs whenever possible. This requirement is waived for self-represented litigants who are proceeding without a lawyer.

COURTESY COPIES


16. Digital courtesy copies of motions filings, including supporting documents, shall be submitted to the Court on portable media (e.g., a flash drive or CD).

INVITATION TO SELF-IDENTIFY PRONOUNS AND HONORIFICS

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

IT IS SO ORDERED.

Dated: August 22, 2025


TRINA L. THOMPSON
United States District Judge