

**STANDING ORDERS FOR CASES
ASSIGNED TO THE HONORABLE MAXINE M. CHESNEY**

1. The parties shall consult and comply with all provisions of the Local Rules relating to continuances, motions, briefs, and all other matters, unless superseded by these Standing Orders.
2. **Lodging Courtesy Copies for Chambers**
Timing: Courtesy copies of filed documents shall be mailed via first class mail to the Clerk's Office on the same day the documents are filed unless the filing is in connection with a hearing to be held within 7 days of the filing, in which case courtesy copies shall be delivered to the Clerk's Office no later than noon on the court day following the filing.
Format: Courtesy copies shall be submitted in single-sided format. Any attached exhibits shall be separated by tabbed dividers.
3. **Scheduling Days**
 - a. Criminal Law and Motion Calendar is conducted on Wednesdays at **2:15 p.m.**
 - b. Civil Law and Motion Calendar is conducted on Fridays at **9:00 a.m.**
 - c. Case Management Conferences are conducted on Fridays at **10:30 a.m.**, with order of call determined by the Court.
 - d. Pretrial conferences are conducted on Tuesdays at **10:00 a.m.** or **3:00 p.m.**
 - e. Counsel need not reserve a hearing date for motions, but noticed dates may be reset as the Court's calendar requires.
4. **Proposed Orders Required**

Each party filing **or opposing** a motion shall also serve and file a proposed order setting forth the relief or action sought and a **short** statement of the rationale of decision, including citation of authority, that the party requests the Court to adopt.
5. **Discovery**

Discovery motions in civil cases will be referred to a Magistrate Judge.
6. **Summary Judgment**

Unless specific leave has been requested and granted, the Court will address only one motion for summary judgment/adjudication per party or side. Examples of issues the Court may deem appropriate for determination by separate motion, particularly if raised early in the case, include such affirmative defenses as the statute of limitations and failure to exhaust administrative remedies.
7. **Procedural Matters**

Parties seeking to continue hearings, request special status conferences, modify briefing schedules, or make other procedural changes shall submit a signed stipulation and proposed order, or, if stipulation is not possible, a motion or administrative request in accordance with Civil Local Rule 6-3 or 7-11, as appropriate, and as incorporated by Criminal Local Rule 2-1. *Irrespective of whether the parties are in agreement, no changes in the Court's schedule or procedures shall be made except by order of the Court **and only upon a showing of good cause.***
8. **Service of Standing Orders**

Plaintiff is directed to serve copies of these standing orders upon all parties to this action and upon those subsequently joined, and to file a certificate reflecting such service.

IT IS SO ORDERED.

Dated: January 4, 2022


Maxine M. Chesney
Senior United States District Judge