

UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF CALIFORNIA  
**STANDING ORDER FOR CRIMINAL CASES BEFORE  
DISTRICT JUDGE JACQUELINE SCOTT CORLEY**

**1. CONFORMITY TO RULES**

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Criminal Procedure, the Criminal Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's standing orders.

**2. COMMUNICATION WITH THE COURT**

Counsel shall not attempt to contact Judge Corley or her chambers staff by telephone, email, or any other ex parte means, but may contact her Courtroom Deputy, Ada Means at [jsccrd@cand.uscourts.gov](mailto:jsccrd@cand.uscourts.gov) regarding scheduling or other appropriate matters.

**3. SCHEDULING**

In person calendar, Wednesday at 9:00 a.m.

Regardless of whether a defendant is in custody, all of the following proceedings will take place in person, with the defendant present:

- Initial appearances
- Change of pleas
- Sentencings
- Appearances on supervised release violations
- Other proceedings as requested by the parties or ordered by the Court

A party may for good cause request that an in-person proceeding be held via Zoom video. Good cause includes, but is not limited to, covid-related concerns.

Zoom calendar, Friday at 1:30 p.m.

Regardless of whether a defendant is in custody, for any proceedings other than the ones described above (for example, subsequent status conferences, scheduling conferences, or trial settings), counsel and the defendant shall appear by Zoom unless a party requests otherwise.

**4. CHANGE OF PLEA**

If a plea is being entered pursuant to a plea agreement, government counsel shall email a copy of the plea agreement to the Judge Corley's Courtroom Deputy, Ada Means ([jsccrd@cand.uscourts.gov](mailto:jsccrd@cand.uscourts.gov)) by 2:00 p.m. the Monday before the plea is to be entered. If there is to be an open plea, counsel for the defendant shall notify the Court by 2:00 pm the Monday before the open plea is to be entered.

**5. COURTESY COPIES**

Paper courtesy copies shall not be submitted unless the Court requests them.

The Court also does not require electronic copies of proposed orders. If the Court requires electronic copies of a filing, it will specifically request it from the parties. **Parties should not otherwise email [jsccrd@cand.uscourts.gov](mailto:jsccrd@cand.uscourts.gov) with electronic copies of filings.**