

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Criminal Procedure, the Criminal Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's standing orders.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 jscrd@cand.uscourts.gov regarding scheduling or other appropriate matters.

3. SCHEDULING

All proceedings are held on **Wednesdays at 10:00 a.m.** in Courtroom 8 in San Francisco.

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 (jscrd@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 jscrd@cand.uscourts.gov with electronic copies of filings.**