

SPECIAL PROCEDURES DURING COVID-19 PUBLIC HEALTH EMERGENCY  
MAGISTRATE JUDGE VIRGINIA K. DEMARCHI

**These procedures apply to all civil proceedings scheduled before Judge DeMarchi until further notice. Please note that these procedures may change depending on the circumstances.**

**Motion Hearings:** As of **May 1, 2022** all hearings (including hearings on discovery disputes) will be conducted in person in Judge DeMarchi's courtroom at the San Jose courthouse. All hearing participants and attendees must comply with then-current public health restrictions and with all requirements for admission to the courthouse posted on the Northern District of California website.

**Case Management Conferences:** The Court will continue to conduct case management conference by Zoom webinar. Instructions for participating in the Zoom webinar will be provided by Clerk's Notice and posted on the docket for each conference. Guidance on how to use Zoom functionality is posted on the Court's website at <https://www.cand.uscourts.gov/zoom/>. If any party believes that a particular conference should be conducted in person, the party must request an in person conference in the joint case management state or in a separate submission no later than 7 days before the case management conference, and must explain why it believes the conference should be conducted in person.

**Settlement Conferences:** Judge DeMarchi is willing to conduct settlement conferences in person if all attendees are fully vaccinated against COVID-19, including recommended boosters. Otherwise, Judge DeMarchi will continue to conduct settlement conferences remotely using Zoom. Pre-settlement conference calls will be conducted by telephone, per Judge DeMarchi's Standing Order for Settlement Conferences. Parties may schedule a settlement conference by emailing Adriana Kratzmann, Judge DeMarchi's Courtroom Deputy, at [VKDcrd@cand.uscourts.gov](mailto:VKDcrd@cand.uscourts.gov).

Adopted: March 19, 2020

Amended: September 30, 2020

Amended: April 1, 2022

Virginia K. DeMarchi  
United States Magistrate Judge