

(Effective 8/2021)

JUDGE ORRICK'S STANDING ORDER FOR CIVIL CASES

1. Conformity to Rules

Parties shall follow the Federal Rules of Civil Procedure, the Civil Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's Standing Orders.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

Unless otherwise authorized, parties shall not attempt to make *ex parte* contact with the Judge or his Chambers staff by telephone, facsimile, letter, or any other means but may contact Judge Orrick's Courtroom Deputy, Jean Davis, at whocrd@cand.uscourts.gov or 415-522-2077 with appropriate inquiries.

3. Scheduling

Civil Law and Motion Calendar is generally conducted on Wednesdays at 2:00 p.m. in Courtroom 2 on the 17th floor. See Judge Orrick's [Scheduling Notes](#) for information on how hearings are currently being conducted in light of COVID-19.

Civil Case Management Conferences are generally conducted on Tuesdays at 2:00 p.m. in Courtroom 2 on the 17th floor. See Judge Orrick's [Scheduling Notes](#) for information on how conferences are currently being conducted in light of COVID-19.

Pretrial Conferences are generally conducted in person on Mondays at 2:00 p.m. in Courtroom 2 on the 17th floor.

Counsel need not reserve motion hearing dates, but should check Judge Orrick's calendar (at www.cand.uscourts.gov under "Calendar" and "Judges' Weekly Calendars") to determine the next available law and motion calendar date. Motions may be reset as the Court's calendar requires. The order of call on each calendar will be determined by the Court.

4. Discovery Disputes

In the event of a discovery dispute, lead trial counsel for the parties shall meet and confer in person or by videoconference to attempt to resolve their dispute informally. A mere exchange of letters, e-mails, telephone calls, or facsimile transmissions does not satisfy the requirement to meet and confer.

If, after a good faith effort, the parties have not resolved their dispute, they shall prepare a concise joint statement of five pages or less, stating the nature and status of all pending disputes and certifying that they have met the meet-and-confer requirement. Absent an order of this Court, parties shall not file affidavits or exhibits, other than copies of the written requests for discovery and the answers or objections thereto.

If a joint statement is not possible, each side may submit a brief individual statement of two pages or less. In addition to the certification of compliance with the meet-and-confer requirement, the individual statement shall include an explanation of why a joint statement was not possible. The joint statement or individual statements shall be e-filed in the Civil Events category of Motions and Related Filings > Motions-General > Discovery Letter Brief.

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The Court will advise the parties of the need, if any, for more formal briefing or a hearing, pursuant to Civil Local Rule 7-1(b). The Court may also elect to refer the matter to a magistrate judge or special master. If a magistrate judge is assigned to a case for discovery, that judge shall handle any future discovery disputes in that case and the parties shall comply with the procedures set by that judge for discovery.

5. Stipulated Protective Orders and Orders Re: Discovery of ESI

Parties who seek a protective order or order re: discovery of ESI shall use one of the model stipulated orders available at <https://cand.uscourts.gov/model-protective-orders> or <https://cand.uscourts.gov/eDiscoveryGuidelines>, unless good cause exists to depart from the model order. Parties who submit a stipulated proposed order that differs from the model order shall also submit a declaration justifying the departure from the model order, along with a redline version comparing the proposed order with the model order.

6. Courtesy Copies

No courtesy copies shall be provided, except: (1) courtesy copies of electronic media manually filed shall be provided to chambers; and (2) if the exhibits submitted in support of motions for temporary restraining orders, preliminary injunctions, or summary judgment exceed 100 pages, courtesy copies shall be provided in binders with tabs separating each exhibit.

7. Summary Judgment Motions

Parties are limited to filing one motion for summary judgment. Any party wishing to exceed this limit must request leave of Court.

8. Class Action Settlements

Counsel are reminded to review and comply with the Northern District's Procedural Guidance for Class Action Settlements available on the Court's website at www.cand.uscourts.gov/ClassActionSettlementGuidance.

9. Service of Standing Order

Plaintiff (or in the case of removed cases, any removing defendant) is directed to serve copies of all Judge Orrick Standing Orders at once upon all parties to the action, and upon those subsequently joined, in accordance with the provisions of Federal Rules of Civil Procedure 4 and 5 and to file with the Clerk of Court a certificate reflecting such service, in accordance with Civil Local Rule 5-5(a).

10. Unrepresented (Pro Se) Parties

Parties representing themselves should visit the link titled "If You Don't Have a Lawyer" on the Court's homepage, www.cand.uscourts.gov. The link discusses the Court's "Legal Help Center" for unrepresented parties. The Legal Help Center can be reached at 415-782-8982. In San Francisco, the Legal Help Center is located on the 15th Floor, Room 2796, of the courthouse at 450 Golden Gate Avenue. In Oakland, the Legal Help Center is located on the 4th Floor, Room 470S, of the courthouse at 1301 Clay Street.

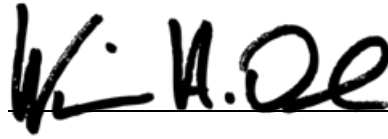
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11. Pronouns/Titles

Parties and attorneys may indicate their pronouns and titles (*e.g.* Mr., Ms., Mx.) by including them in the name block or signature line of their pleadings, or by submitting a letter directed to chambers.

IT IS SO ORDERED.

Dated: August 25, 2021

A handwritten signature in black ink, appearing to read "W. H. Orrick", written over a horizontal line.

William H. Orrick
United States District Judge