

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA, OAKLAND DIVISION**

**STANDING ORDER FOR CRIMINAL CASES FOR
MAGISTRATE JUDGE KANDIS A. WESTMORE**

(March 26, 2025)

1. **Conformity to Rules:** Counsel shall comply with the procedures in the Federal Rules of Criminal Procedure, the Northern District of California's Local Rules and General Orders, and this standing order, all of which are available at <http://www.cand.uscourts.gov>.

2. **Scheduling:** Criminal motions are heard on the first and third Thursdays of the month at 1:30 p.m., or during the regular criminal calendar when Judge Westmore is on criminal duty. Counsel must contact Judge Westmore's Courtroom Deputy for a court date prior to setting any proceeding.

3. **Communication with the Court:** Counsel shall contact Judge Westmore's Courtroom Deputy at kawcrd@cand.uscourts.gov regarding scheduling or other appropriate matters.

4. **Proposed Orders:** Proposed orders shall be sent to Judge Westmore's Courtroom Deputy at kawcrd@cand.uscourts.gov. Counsel **shall not** send proposed orders in criminal matters to the proposed orders e-mail address, which is reserved for civil matters.

5. **Motions:** When filing a brief in connection to any motion, counsel must notify the Court by e-mailing the brief to Judge Westmore's Courtroom Deputy at kawcrd@cand.uscourts.gov that same day.

(a) **Motions for Detention:** Motions for detention must be filed no later than 3:00 p.m. the court day before the hearing.

(b) **Chambers' Copies:** When the Court sets a briefing schedule on a motion, counsel shall lodge hard copies of the briefs.

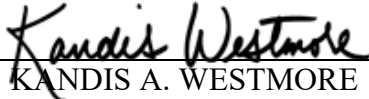
- i. Chambers copies must be received within 3 days of filing or the Court's request.
- ii. All chambers' copies of e-filed documents shall bear the ECF filing "stamp" (case number, docket number, date, and ECF page number) along the top of the page.
- iii. Chambers' copies shall be marked "Chambers Copy" and submitted to the Oakland Clerk's Office in an envelope clearly marked "Magistrate Judge Kandis A. Westmore" with the case number on the envelope.
- iv. All exhibits must be clearly marked and individually tabbed.

- v. E-filed documents must be cited in all other documents as follows: Dkt. No. __ at ____.
- vi. For filings that are no more than 100 pages, chambers copies must be stapled or attached with brads; binder clips, paperclips, or similar fastenings are not adequate. If the filing is more than 100 pages, the chambers copies must be three-hole punched along the left side of the page and placed in a 3-ring binder.

7. **Pronouns:** Parties and attorneys may advise the Court of their pronouns by filing a letter or by adding their pronouns in the name block on the first page of the pleadings.

IT IS SO ORDERED.

Dated: March 26, 2025



KANDIS A. WESTMORE
United States Magistrate Judge