

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA, SAN FRANCISCO DIVISION

**STANDING ORDER FOR MAGISTRATE JUDGE THOMAS S. HIXSON**

Parties shall comply with the procedures in the Federal Rules of Civil or Criminal Procedure, the Northern District of California's Local Rules and General Orders, and this Standing Order, all of which are available at [www.cand.uscourts.gov](http://www.cand.uscourts.gov). Failure to comply may result in monetary sanctions, dismissal, entry of judgment, or other appropriate sanctions.

**UNREPRESENTED (PRO SE) PARTIES**

Parties representing themselves are invited to visit the "Representing Yourself" section of the Court's website, <https://cand.uscourts.gov/pro-se-litigants/>. The site includes information about the Legal Help Center, a free service offered by the Justice & Diversity Center of the Bar Association of San Francisco. You may request an appointment by emailing [fedpro@sfbare.org](mailto:fedpro@sfbare.org) or calling 415-782-8982. You will be able to speak with an attorney who may be able to provide basic legal help but not representation. More information is available at <https://cand.uscourts.gov/pro-se-litigants/>.

**SCHEDULING**

Law and motion is heard on Thursdays at 10:00 a.m. All motions (except criminal duty matters) shall be noticed for any available Thursday. The parties may confirm availability at <https://cand.uscourts.gov/judges/hixson-thomas-s-tsh/>. For scheduling questions, please contact Judge Hixson's Courtroom Deputy, Rose Maher, at [tshcrd@cand.uscourts.gov](mailto:tshcrd@cand.uscourts.gov) or (415) 522-4708.

**DISCOVERY**

Discovery disputes are governed by Judge Hixson's Discovery Standing Order, available at <https://cand.uscourts.gov/judges/hixson-thomas-s-tsh/>.

**CONSENT TO PROCEED BEFORE MAGISTRATE JUDGE**

In civil cases that are randomly assigned to Judge Hixson for all purposes, each party should file a consent to the assignment of a United States Magistrate Judge for all purposes, or a request for reassignment to a district judge, as soon as possible. If a party files a dispositive motion (such as a motion to dismiss or a motion for remand), the moving party must file the consent/declination simultaneously with the motion. The consent/declination form is available at <http://www.cand.uscourts.gov/civilforms>. In no event shall the consent or declination be filed later than the deadlines specified in Civil L.R. 73-1(a)(1) and (2).

## CIVIL CASE MANAGEMENT

Counsel shall meet and confer prior to the case management conference and file a joint statement no later than seven days prior to the conference. The statement shall address the information contained in the Standing Order for All Judges of the Northern District of California, which is available <https://cand.uscourts.gov/judges/hixson-thomas-s-tsh/>.

The Court strongly encourages parties to permit less experienced attorneys to actively participate in the proceedings by presenting argument at motion hearings or examining witnesses at trial.

### **Amended Pleadings**

If a party files a motion to amend or the Court orders a party to file an amended pleading, that party shall concurrently file a redlined or highlighted version comparing the amended pleading to the prior operative pleading.

### **Documents filed on ECF**

All exhibits to motions and/or discovery disputes should be separately filed on ECF. For example, if the motion is Docket No. 30, and the declaration with 10 exhibits is Docket No. 31, Exhibit A would be filed as Docket No. 31-1, Exhibit B would be Docket No. 31-2, and so on. All exhibits shall also be filed in a searchable OCR format where possible.

### **Motions to File Under Seal**

The parties are reminded that court proceedings are presumptively public. Any request to file a document under seal must comply with Civil Local Rule 79-5.

## CHAMBERS COPIES AND PROPOSED ORDERS

The parties do not need to submit chambers copies, except when requested by a separate order from the Court.

Any proposed order in a case subject to electronic filing shall be emailed in Word format to [tshpo@cand.uscourts.gov](mailto:tshpo@cand.uscourts.gov). This address is to be used only for proposed orders unless otherwise directed by the Court.

**IT IS SO ORDERED.**



THOMAS S. HIXSON

United States Magistrate Judge