

(Effective 5/2023)

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of Civil Procedure, the Civil Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's Standing Orders.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. Weekly Calendars and Scheduling

Civil Law and Motion is generally conducted on Wednesdays at 2:00 p.m. Unless a request is made for an in-person argument that is granted by Judge Orrick, all civil law and motion hearings will be conducted by Zoom videoconference. Prior to the hearing date, the Courtroom Deputy will publish a notice on the case docket explaining how the hearing will be conducted and providing access information for counsel and for members of the public and press. Hearings may be vacated and determined on the papers.

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 Judge Orrick. See Judge Orrick's [Scheduling Notes](#) for any updated information. When appearing by Zoom, counsel should be attired as they would if they were in the courtroom.

Civil Case Management Conferences are generally conducted on Tuesdays at 2:00 p.m. Unless specially set, all Initial and Further Case Management Conferences will be conducted by Zoom videoconference. When appearing by Zoom, counsel should be attired as they would if they were in the courtroom.

Case Management Statements must be filed one week prior to the Case Management Conference. Prior to the Case Management Conference, the Courtroom Deputy will publish a notice on the case docket explaining how the Conference will be conducted and providing access information for counsel and for members of the public and press. After reviewing the parties' Case Management Statement, Judge Orrick may vacate the Conference and issue a Case Management Order based on the parties' Statement. See Judge Orrick's [Scheduling Notes](#) for any updated information.

At the initial conference, the parties should be prepared to set the dates for trial, pretrial conference, last day for hearing dispositive motions, cutoffs for expert and fact discovery, and the designation of experts. The parties should also be ready to discuss ADR.

Pretrial Conferences are generally conducted in person on Mondays at 2:00 p.m. in Courtroom 2 on the 17th floor. See Judge Orrick's Standing Pretrial Conference Order.

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Notice Prohibiting Recording of all Telephone or Videoconferences. Persons granted remote access to court proceedings are reminded of the general prohibition against photographing, recording, and rebroadcasting of court proceedings (including those held by telephone or videoconference). *See* General Order 58 at Paragraph III. Any recording of a court proceeding held by video or teleconference, including “screen-shots” or other visual copying of a hearing, is absolutely prohibited. Violation of these prohibitions may result in sanctions, including removal of court-issued media credentials, restricted entry to future hearings, or any other sanctions deemed necessary by the court.

Please see <https://www.cand.uscourts.gov/zoom/> for information on preparing for and participating in a Zoom Meeting or Webinar. Counsel are instructed to familiarize themselves with and practice Zoom functions, and to test their internet, video, and audio capabilities prior to the hearing.

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.

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.

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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

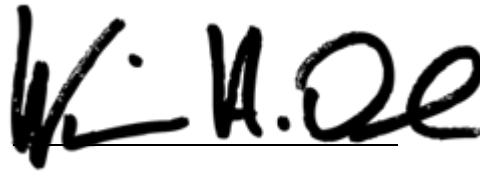
Parties representing themselves should visit the link titled "If You Don't Have a Lawyer" on the Court's homepage, www.cand.uscourts.gov. The link discusses the Court's "Legal Help Center" for unrepresented parties. The Legal Help Center can be reached at 415-782-8982. In San Francisco, the Legal Help 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.

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: May 25, 2023

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

William H. Orrick
United States District Judge