

United States District Court  
Central District of California  
Amended Local Civil Rules effective June 1, 2012

***L.R. 3-2 Filing of Initiating Documents.*** Case-initiating documents (such as complaints and notices of removal) and other claim-initiating documents (such as third-party complaints, amended complaints, complaints in intervention, counterclaims, and crossclaims) (both categories, collectively, “Claim-Initiating Documents”) shall be presented to the Clerk for filing in paper format, rather than electronically, in accordance with the applicable Federal Rules of Civil Procedure and the Local Rules of this Court. Fees shall be paid in the amount set forth in 28 U.S.C. § 1914(a). Documents requesting emergency relief that are filed simultaneously with Claim-Initiating Documents shall also be presented to the Clerk for filing in paper format. All Claim-Initiating Documents and simultaneously filed emergency-relief documents shall also be submitted in electronic form (PDF format only) by close of business the following business day. Submission of these documents must be made by e-mail to the civil intake e-mail box for the appropriate Court Division (the division to which the case is assigned). The intake e-mail box address for each division is indicated on the Court's CM/ECF Website. Attorneys who fail to timely e-mail PDF copies of these documents shall be subject to such sanctions as may be imposed by the Court.

***L.R. 5-1 Lodging Documents.*** “Lodge” means to deliver to the Clerk a document which is tendered to the Court but is not approved for filing, such as depositions, exhibits, or a proposed form of order. Unless excluded from electronic filing pursuant to L.R. 5-4.2, all lodged documents shall be submitted electronically, in the same manner as documents that are electronically filed. Parties electronically lodging proposed orders or other proposed documents that require a judge’s signature must comply with L.R. 5-4.4.

***L.R. 5-3 Serving Documents.***

***L.R. 5-3.1 Service of Documents Not Filed or Served Electronically.*** Documents presented to the Clerk for filing or lodging in paper format must be served in accordance with F.R.Civ.P. 5. Electronically filed or lodged documents that must be served on one or more individuals who are not

registered for the CM/ECF System or who have not consented to electronic service must be served on those individuals in accordance with F.R.Civ.P. 4 and 5. All documents served under this L.R. 5-3.1 must be accompanied by a Proof of Service in the form required by L.R. 5-3.2.

***L.R. 5-3.2 Proof of Service for Documents Not Filed or Served Electronically.*** Proof of Service for documents served pursuant to L.R. 5-3.1 shall be made by declaration of the person accomplishing the service. If the Proof of Service declaration is attached to the original document, it shall be attached as the last page(s) of the document. The Proof of Service declaration shall include the following information:

- (a) The day and manner of service;
- (b) Each person and/or entity served;
- (c) The title of each document served; and
- (d) The method of service employed (e.g., personal, mail, substituted, etc.).

***L.R. 5-3.3 Service of Documents Filed Electronically.*** Upon the electronic filing of a document, a “Notice of Electronic Filing” (“NEF”) is automatically generated by the CM/ECF System and sent by e-mail to all attorneys in the case who are registered as CM/ECF Users and have consented to electronic service. (See L.R. 5-4.1.3.) Service by this electronic NEF constitutes service pursuant to the Federal Rules of Civil and Criminal Procedure for all attorneys who have consented to electronic service. Individuals not registered for the CM/ECF System or not consenting to electronic service must be served in accordance with L.R. 5-3.1. Documents excluded from electronic filing (pursuant to L.R. 5-4.2(b)) must be served in accordance with L.R. 5-3.1.

Orders or other documents filed electronically by the Court will be served on attorneys only by the e-mail NEF unless an attorney is not a registered CM/ECF User or has not consented to electronic service.

***L.R. 5-4 Filing Documents.***

***L.R. 5-4.1 Mandatory Electronic Filing in Civil Cases.*** Except as provided in L.R. 5-4.2, all documents filed in civil cases shall be filed electronically using the Court's CM/ECF System. Sending a document by e-mail does not constitute an electronic filing.

***L.R. 5-4.1.1 Authorization of Electronic Filing.*** The Clerk will accept, from any filer not exempted under L.R. 5-4.2(a)(1), documents filed, signed, or verified by electronic means in compliance with this Local Rule. Any such document constitutes a written document for the purposes of applying these Local Rules and the Federal Rules of Civil Procedure.

***L.R. 5-4.1.2 Applicability of Other Rules.*** Except as otherwise ordered in accordance with applicable statutes and rules, all Federal Rules of Civil Procedure and Local Rules shall continue to apply to cases that are subject to electronic filing.

***L.R. 5-4.1.3 Definitions.***

(1) "CM/ECF System" refers to the automated Case Management/Electronic Case Filing system implemented by the Court. The CM/ECF System is available at <https://ecf.cacd.uscourts.gov> or at such other web address as may be specified by the Clerk on the Court's website.

(2) "CM/ECF User" is a person who is registered with this Court to file documents electronically through the CM/ECF System. Registration is completed online through the CM/ECF Website; upon completion of registration, a CM/ECF login and password are provided to the CM/ECF User.

(3) "CM/ECF Website" refers to the CM/ECF Website operated by this Court to provide information regarding the CM/ECF System, including procedures and instructions for using the system. The CM/ECF Website is available at [www.cacd.uscourts.gov/cmecf](http://www.cacd.uscourts.gov/cmecf) or at such other web address as may be specified by the Clerk on the Court's website.

(4) "Notice of CM/ECF Unavailability" refers to a Public Notice from the Clerk regarding scheduled maintenance that will make the CM/ECF System unavailable to CM/ECF Users. Such Notices are placed on the

CM/ECF Website. In the event of an unscheduled system outage not preceded by a Notice of CM/ECF Unavailability, refer to L.R. 5-4.6.2.

(5) The “Notice of Electronic Filing” (“NEF”) generated pursuant to L.R. 5-3.3 for each electronically filed document shall include the time of filing, the name of the parties and attorney(s) filing the document, the type of document, the text of the docket entry, the name of parties and/or attorney(s) receiving the NEF, a hyperlink to the filed document that allows recipients to retrieve the document automatically, and the names of any CM/ECF Users who have not consented to electronic service.

(6) “PDF” refers to Portable Document Format, a specific computer file format that is the only format in which a document may be electronically filed.

***L.R. 5-4.2 Exceptions to Electronic Filing in Civil Cases.***

Documents exempted from electronic filing pursuant to one of the subsections listed below shall be presented to the Clerk for filing or lodging in paper format, and shall comply with the requirements of L.R. 11 and all other applicable Local and Federal Rules.

(a) *Exemptions for Particular Filers.* The following filers are exempt from the requirement to file documents electronically:

(1) *Pro Se Litigants.* Unless otherwise ordered by the Court, pro se litigants shall continue to present all documents to the Clerk for filing in paper format. Documents received by the Clerk from pro se litigants under this rule will be scanned by the Clerk into the CM/ECF System. Once scanned, the original documents will be destroyed.

(2) *Other Exceptional Cases Involving Unregistered Filers.* For good cause shown, the Court may grant an exemption from the obligation to file electronically to a filer who is not registered with the Court's CM/ECF System. Any such exemption shall not exceed one calendar year, but may be renewed upon good cause shown. If any filer granted such an exemption thereafter registers for the Court's CM/ECF System, that registration shall abrogate any exemption granted under this rule. Documents received by the Clerk under this rule will be scanned by the Clerk into the CM/ECF System. Once scanned, the original documents will be destroyed.

(b) *Documents Excluded from Electronic Filing.* The following documents are excluded from the electronic filing requirement of L.R. 5-4.1:

(1) *Non-paper or Other Unusual Exhibits.* Non-paper physical exhibits, or paper exhibits the size of which makes it impracticable for them to be scanned into PDF format, shall be filed or lodged with the Clerk in paper or physical format in accordance with L.R. 11-5.

(2) *Claim-Initiating Documents.* Claim-Initiating Documents (*see* L.R. 3-2) and documents requesting emergency relief that are filed simultaneously with Claim-Initiating Documents shall be filed in accordance with L.R. 3-2.

(3) *Under-Seal and In-Camera Documents, and Other Documents Excluded from the Public Case File.* Applications and proposed orders to seal or file in camera, along with the document for which protection is sought, and any documents for which under-seal or in-camera filing is authorized by statute, rule, or prior court order shall be filed in accordance with L.R. 79-5. Other documents excluded from the public case file pursuant to L.R. 5.2-2.2 shall not be filed electronically, but shall be filed, if appropriate, as otherwise provided in the Local Rules of this Court, and in accordance with the Federal Rules of Civil and Criminal Procedure.

(4) *Records for Bankruptcy Appeals and Administrative Review Cases.* In bankruptcy appeals, habeas corpus proceedings, and administrative review cases such as Social Security appeals, ERISA, and IDEA cases, the record, when available in electronic format, may be submitted electronically or in paper format. Any record presented to the Clerk for filing or lodging in paper format shall be submitted with a separately filed Notice of Filing or Lodging Administrative Record. Unless the filer is exempted from electronic filing pursuant to L.R. 5-4.2(a), the filer shall first file the Notice of Filing or Lodging Administrative Record electronically, and present a copy of the Notice of Filing or Lodging Administrative Record, together with its NEF (*see* L.R. 5-3.3), with the Administrative Record to be filed or lodged.

(5) *Other Exceptions.* For good cause shown, the Court may permit a particular document or exhibit to be filed or lodged in paper format, rather than electronically. If permission to file or lodge a document or exhibit in

paper format is obtained, the document or exhibit shall be filed or lodged in compliance with L.R. 11-5. Unless the filer is exempted from electronic filing pursuant to L.R. 5-4.2(a), the filer shall first file electronically a Notice of Manual Filing or Lodging describing the document or exhibit being filed or lodged in paper format, and present a copy of the Notice of Manual Filing or Lodging, together with its NEF (see L.R. 5-3.3), with the document to be filed or lodged.

***L.R. 5-4.3 Format of Electronically Filed Documents.*** In addition to the specific requirements for electronically filed documents set forth below, all documents subject to electronic filing shall comply with the general format requirements of L.Rs. 11-3, 11-5, 11-6, 11-7, and 11-8.

***L.R. 5-4.3.1 Technical Requirements (File Format and Size Limitations).*** Documents filed electronically must be submitted in PDF. Except as provided elsewhere in this L.R. 5-4, the document filed with the Court must be created using word-processing software, then published to PDF from the original word-processing file (to permit the electronic version of the document to be searched). PDF IMAGES CREATED BY SCANNING PAPER DOCUMENTS ARE PROHIBITED, except that exhibits submitted as attachments to a document may be scanned and attached if the filer does not possess a word-processing-file version of the attachment. Attachments shall not exceed 10 MB in size. Attachments that exceed that size must be divided into sub-volumes.

Where scanned signature pages are authorized under L.R. 5-4.3.4(a), only the signature pages may be scanned; the remainder of the document must be generated by publishing to PDF from the original word-processing file.

***L.R. 5-4.3.2 Redaction.*** It is the responsibility of the filer to ensure full compliance with the redaction requirements of Federal Rule of Civil Procedure 5.2 and L.R. 5.2-1.

***L.R. 5-4.3.3 Hyperlinks.*** Hyperlinks to other documents, websites, source documents, or citations are not permitted.

***L.R. 5-4.3.4 Signatures.***

(a) *Signatures on Electronically Filed Documents.* An electronically filed document shall be signed in accordance with one of the

following methods:

(1) *Documents Requiring the Signature of a Single Registered CM/ECF User.* In the case of a document in which there is only one signatory, who is a registered CM/ECF User, the document shall be filed using that signatory's CM/ECF login and password, which shall function as the signatory's signature. Electronically filed documents must also include a signature block as provided in L.R. 11-1, and the signature shall be represented on the signature line with either an “/s/” or a digitized personalized signature.

(2) *Documents Requiring the Signatures of Multiple Registered CM/ECF Users.* In the case of a single document (such as a stipulation) in which there are multiple signatories, all of whom are registered CM/ECF Users, the document shall be filed using the CM/ECF login and password of one of those signatories, and shall include signature blocks for each required signatory, with the signatures indicated on each signature line pursuant to one of the following methods:

(i) the signatures of all signatories may be indicated on the document with an “/s/,” and the filer shall attest on the signature page of the document that all other signatories listed, and on whose behalf the filing is submitted, concur in the filing’s content and have authorized the filing; or

(ii) the signatures of all signatories may be indicated using digitized personalized signatures.

(3) *Documents Requiring Signatures Other Than Those of CM/ECF Users.* In the case of documents requiring signatures other than those of registered CM/ECF Users (such as declarations), the filer shall scan the hand-signed signature page(s) of the document in PDF format and electronically file the document in accordance with L.R. 5-4.3.1.

(b) *Maintenance of Original Hand-signed Documents.* With respect to any electronically filed document containing a scanned copy of a hand-signed page, the filer shall maintain the original, signed document, for subsequent production to the assigned judge if so ordered for inspection upon request by a party or the judge’s own motion, until one year after final resolution of the action (including the appeal, if any).

(c) *Effect of Signatures on Electronically Filed Documents.* Any filing in accordance with this L.R. 5-4.3.4 shall bind the signatories as if the document were physically signed and filed, whether for purposes of Rule 11 of the Federal Rules of Civil Procedure, to attest to the truthfulness of an affidavit or declaration, or for any other purpose.

(d) *Responsibility for Use of Login and Password.* A CM/ECF User may authorize another to file a document using his or her login and password. However, the CM/ECF User shall be responsible for any document so filed. If, at any time, a CM/ECF User believes that the security of his or her password has been compromised, the CM/ECF User shall immediately notify the Court's CM/ECF Help Desk by e-mail or telephone as posted on the CM/ECF Website. It is the responsibility of the CM/ECF User to change his or her login and/or password, as instructed on the Court's CM/ECF Website.

***L.R. 5-4.4 Submission of Proposed Orders, Judgments, or Other Proposed Documents That Require a Judge's Signature.***

***L.R. 5-4.4.1 Electronic Lodging of Proposed Orders.*** Parties submitting proposed orders or other proposed documents that require a judge's signature must comply with both this L.R. 5-4.4.1 and L.R. 5-4.4.2, unless exempted from electronic filing pursuant to L.R. 5-4.2. When a proposed order or other proposed document accompanies an electronic filing, the proposed order or other proposed document shall be in PDF format and included, as an attachment, with the main electronically filed document (e.g., stipulations, applications, motions). Proposed orders or other proposed documents (such as a proposed judgment or proposed findings of fact) that are not lodged with a main document shall be electronically lodged as an attachment to a Notice of Lodging; if the proposed document is being submitted in response to a court order, the filer shall link the Notice of Lodging to that court order.

***L.R. 5-4.4.2 Submission of Word-Processing Versions of Proposed Orders.*** After a document requiring a judge's signature has been lodged in accordance with L.R. 5-4.4.1, a WordPerfect or Microsoft Word copy of the proposed document, along with a PDF copy of the electronically filed main document, shall be e-mailed to the assigned judge's generic chambers e-mail address using the CM/ECF System. The subject line of the e-mail shall be in the following format: Court's divisional office, year, case type, case number, document control number assigned to the main document at the time of filing,



judge's initials and filer (party) type and name (e.g., for Los Angeles: LA08CV00123-6-ABC-Defendant and Counter Plaintiff Corp. A; for Santa Ana: SA08CV00124-8-DEF-Defendant and Counter Plaintiff Corp. B; for Riverside: ED08CV00125-10-GHI-Defendant and Counter Plaintiff Corp. C).

***L.R. 5-4.5 Mandatory Chambers Copies.*** A “mandatory chambers copy” is an exact duplicate of an electronically filed document submitted in paper format directly to the assigned judge. Unless otherwise ordered by the assigned judge, one mandatory chambers copy of every electronically filed document must be delivered to the chambers of the assigned judge, or other designated location, no later than 12:00 noon on the following business day. Mandatory chambers copies must comply with L.R. 11-3, i.e., blue-backing, font size, page-numbering, tabbing of exhibits, etc., unless otherwise directed by the assigned judge. Mandatory chambers copies must be prominently labeled MANDATORY CHAMBERS COPY on the face page. Mandatory chambers copies must be printed from CM/ECF, and must include: (1) the CM/ECF-generated header (consisting of the case number, document control number, date of filing, page number, etc.) at the top of each page; and (2) the NEF (*see* L.R. 5-3.3) as the last page of the document. The Court’s CM/ECF Website contains additional instructions by judges for delivery of mandatory chambers copies, including each judge’s designated delivery location, and any differences in the required number of copies or delivery deadline.

***L.R. 5-4.6 Deadlines.***

***L.R. 5-4.6.1 Timeliness.*** Unless otherwise provided by order of the assigned judge, all electronic transmissions of documents must be completed prior to midnight Pacific Standard Time or Pacific Daylight Time, whichever is in effect at the time, in order to be considered timely filed on that day.

***L.R. 5-4.6.2 Technical Failures.*** If a filer is unable to electronically file a document, the filer must immediately contact the CM/ECF Help Desk by e-mail or telephone as posted on the CM/ECF Website, unless a “Notice of CM/ECF Unavailability” covering that time period has been posted on the Court’s CM/ECF Website. If no Notice of CM/ECF Unavailability has been posted, the filer shall attempt to file the document electronically at least two times, separated by at least one hour. If, after at least two attempts, the CM/ECF User cannot electronically file the document, the document will be accepted for filing

by the Clerk in paper format that same day, if time permits. If a filer has complied with this section, and the delay of being unable to file a document electronically causes the document to be untimely, the filing shall be accompanied by a declaration or affidavit setting forth the facts of the CM/ECF User's failed attempts to file electronically, together with an appropriate application for leave to file the document. Nothing in this Local Rule authorizes the Court to extend a deadline that, by statute or rule, may not be extended.

A history of technical failures lasting longer than one hour will be posted on the CM/ECF Website.

***L.R. 5-4.7 Effectiveness of Electronic Filings.***

***L.R. 5-4.7.1 Entry of Documents.*** Except as otherwise provided in this L.R. 5-4, the acceptance by the Clerk of a document electronically filed shall constitute entry of that pleading or other document on the docket maintained by the Clerk under Federal Rules of Civil Procedure 58, 77, and 79.

***L.R. 5-4.7.2 Certification of Electronic Documents.*** Pursuant to Federal Rules of Civil Procedure 44(a)(1) and 44(c), the method of electronic certification described herein is deemed proof of an official court record maintained by the Clerk of Court. The NEF (*see* L.R. 5-3.3) contains the date of electronic distribution and identification of the United States District Court for the Central District of California as the sender. An encrypted verification code appears in the electronic document stamp section of the NEF. The electronic document stamp shall be used for the purpose of confirming the authenticity of the transmission and associated document(s) with the Clerk of Court, as necessary. When a document has been electronically filed in the CM/ECF System, the official record is the electronic recording of the document kept in the custody of the Clerk of Court. The NEF provides certification that the associated document(s) is a true and correct copy of the original filed with the Court.

***L.R. 5-4.7.3 Court Orders.*** Any order or other Court-issued document filed electronically without the original signature of a judge or clerk has the same force and effect as if the judge or clerk had signed a paper copy of the order.

***L.R. 5-4.8 Maintenance of Personal Contact Information.***

***L.R. 5-4.8.1 Obligation to Maintain Personal Contact***

***Information.*** CM/ECF Users are required to maintain and update, in the Court's CM/ECF System, their personal contact account information, including name, law firm or other affiliation, business address, telephone number, facsimile number, and e-mail address, and to notify the Clerk and parties to any pending cases of any change in this information in accordance with L.R. 83-2.7.

***L.R. 5-4.8.2 Obligation to Maintain Electronic Post Office***

***Box.*** Each CM/ECF User who has consented to electronic service shall be responsible for maintaining an "electronic post office box," or storage area in the CM/ECF User's computer system, that is adequate to handle all documents that will be sent electronically; making certain that the CM/ECF User's e-mail service provider does not limit the size of attachments; and ensuring that the Court's NEF transmissions (*see* L.R. 5-3.3) are not blocked.

***L.R. 5.2-1 Redaction.*** It is the responsibility of the filer to ensure full compliance with the redaction requirements of Federal Rule of Civil Procedure 5.2. In addition, the filer shall ensure that any document that contains a home address shall include only the city and state. This restriction on including full home addresses shall not apply to a filing exempted by Federal Rule of Civil Procedure 5.2(b); to an under-seal filing as set forth in Federal Rule of Civil Procedure 5.2(d), (f), or (g); or where the redaction requirement with respect to that home address has been waived as provided in Federal Rule of Civil Procedure 5.2(h).

Parties shall carefully examine the documents, exhibits, or attachments to be filed with the Court in order to protect any sensitive and private information. The responsibility for redacting or placing under seal protected personal data identifiers rests solely with counsel and the parties. The Clerk will not review any pleadings or documents for compliance.

Counsel and the parties are cautioned that failure to redact or place under seal protected personal data identifiers may subject them to the disciplinary power of the Court. If a redacted version of the document is filed, counsel shall maintain possession of the unredacted document pending further order of the Court or resolution of the action (including the appeal, if any) and shall, at the request of

opposing counsel or parties, provide a copy of the complete document.

***L.R. 5.2-2 Exceptions.***

***L.R. 5.2-2.1 Remote Access Limitations.*** Cases subject to the limitations on remote access to electronic files set forth in F.R.Civ.P. 5.2(c) are exempted from the redaction requirements of F.R.Civ.P. 5.2(a) and of L.R. 5.2-1.

***L.R. 5.2-2.2 Documents to Be Excluded from the Public Case File.*** The documents listed below are not to be included in the public case file, and are therefore excluded from the redaction requirements of F.R.Civ.P. 5.2 and L.R. 5.2-1:

- (1) Unexecuted summonses or warrants, supporting applications, and affidavits;
- (2) Pretrial bail reports;
- (3) Presentence investigation reports;
- (4) Statements of reasons in the judgment of conviction;
- (5) Juvenile records;
- (6) Documents containing identifying information about jurors or potential jurors;
- (7) Financial affidavits filed in seeking representation pursuant to the Criminal Justice Act;
- (8) Ex parte requests for authorization of investigative, expert, or other services pursuant to the Criminal Justice Act; and
- (9) Sealed documents.

***L.R. 7-4 Motions.*** The Court may decline to consider a motion unless it meets the requirements of L.R. 7-4 through 7-8. On the first page of the notice of motion and every other document filed in connection with any motion, there shall be included, under the title of the document, the date and time of the motion

hearing, and the name of the judicial officer before whom the motion has been noticed. The notice of motion shall contain a concise statement of the relief or Court action the movant seeks.

***L.R. 7-12 Failure to File Required Documents.*** The Court may decline to consider any memorandum or other document not filed within the deadline set by order or local rule. The failure to file any required document, or the failure to file it within the deadline, may be deemed consent to the granting or denial of the motion.

***L.R. 7-20 Orders on Motions and Applications.*** A separate proposed order shall be lodged with any motion or application requiring an order of the Court, pursuant to L.R. 52-4.1. Unless exempted from electronic filing pursuant to L.R. 5-4.2, each proposed order shall comply with L.R. 5-4.4.

***L.R. 11-3 Documents Presented to the Court - Form and Format.***

***L.R. 11-3.1 Legibility.*** All pleadings, motions, affidavits, declarations, briefs, points and authorities, and other documents, including all exhibits thereto (hereinafter collectively referred to as "documents"), presented for filing or lodging with the Clerk shall be typewritten or printed, or prepared by a photocopying or other duplicating process that will produce clear and permanent copies equally legible to printing, in black or dark blue ink.

***L.R. 11-3.2 Paper.*** All documents shall be formatted for 8 ½ x 11 inch paper, and shall be numbered on the left margin with not more than 28 lines per page. The lines on each page shall be double-spaced and numbered consecutively with line 1 beginning at least one inch below the top edge of the paper. All documents presented to the Clerk for filing or lodging in paper format, and all mandatory chambers copies, shall be submitted on opaque, unglazed, white paper (including recycled paper) not less than 13-pound weight; only one side of the paper shall be used.

***L.R. 11-3.5 Pre-Punching and Backing of Documents.*** All documents presented for filing or lodging with the Clerk in paper format, and all mandatory chambers copies, shall be pre-punched with two (2) normal-size holes (approximately 1/4" diameter), centered 2-3/4 inches apart, 1/2 to 5/8 inches from

the top edge of the document. All pages shall be firmly bound at the top and backed. The backing shall extend not more than one (1) inch below the pages bound and have the short title of the document typed in the lower right hand corner.

***L.R. 11-3.8 Title Page.*** On the first page of all documents:

(e) The docket number of the case shall be placed to the right of the center of the page and immediately opposite the names of the parties on the first page. Immediately below the docket number shall appear a concise description of the nature of the document (e.g., notice of motion, memorandum in support or opposition). Immediately below the description shall appear the time and date of the hearing on the matter to which the document is addressed.

***L.R. 11-4 Copies.***

***L.R. 11-4.1 In General.*** All documents filed with the Clerk in paper format, including exhibits to documents, shall be filed with one clear, conformed, and legible copy for the use of the judge. Unless the assigned judge's orders or written procedures otherwise specify, a mandatory chambers copy of all electronically filed documents shall be delivered to the assigned judge in accordance with L.R. 5-4.5.

***L.R. 11-4.2 Three-Judge Court.*** If the matter is one that is to be heard by a three-judge court, mandatory chambers copies of all electronically filed documents shall be provided to each assigned judge in accordance with L.R. 5-4.5. For documents exempted from electronic filing pursuant to 5-4.2 and filed with the Clerk in paper format, three clear, conformed, and legible copies of the original shall be provided to the Clerk (one for the use of each of the assigned judges).

***L.R. 11-5 Exhibits to Documents.***

***L.R. 11-5.1 Non-Paper Physical Exhibits.*** Non-paper physical exhibits shall not be attached to any document. A non-paper physical exhibit shall be placed in a secure container identified by the case name and number and the name, address, and telephone number of the submitting party and lodged with a separately filed Notice of Lodging, which shall include a description of the exhibit

and an explanation for why it is not possible to attach the exhibit to the document to which it relates. Unless the filer is exempted from electronic filing pursuant to L.R. 5-4.2(a), the Notice of Lodging shall be filed electronically prior to lodging the exhibit, and the Notice of Lodging, together with its NEF (*see* L.R. 5-3.3), shall be presented with the exhibit to be lodged.

***L.R. 11-5.2 Paper Exhibits – Attachment and Numbering.*** Unless compliance is impracticable, a paper exhibit shall be filed as an attachment to the document to which it relates and shall be numbered at the bottom of each page consecutively to the principal document. Exhibits filed electronically shall comply with this rule unless precluded by L.R. 5-4.3.1.

***L.R. 11-5.4 Size of Paper.*** Whenever possible, exhibits shall be formatted for 8 ½ x 11 inch paper, and should be filed in accordance with L.R. 11-5.2. Exhibits that are too large to scan shall be folded in such a manner as not to exceed an 8 ½ x 11 inch sheet, and filed with the Clerk in paper format. Unless otherwise exempted from electronic filing pursuant to L.R. 5-4.2(a), the party presenting the exhibits to the Clerk for filing in paper format shall first electronically file a Notice of Manual Filing setting forth the reason(s) why the exhibit cannot be filed electronically. The Notice of Manual Filing, together with its NEF (*see* L.R. 5-3.3), shall be presented with the exhibits to be filed.

***L.R. 15-4 Manner of Filing.*** Every amended pleading that is also a Claim-Initiating Document (*see* L.R. 3-2) shall be filed in compliance with L.R. 3-2.

***L.R. 37-2 Moving Papers.***

***L.R. 37-2.2 Preparation of Joint Stipulation.*** Following the conference of counsel, counsel for the moving party shall personally deliver, e-mail, or fax to counsel for the opposing party the moving party's portion of the stipulation, together with all declarations and exhibits to be offered in support of the moving party's position. Unless the parties agree otherwise, within seven (7) days of receipt of the moving party's material, counsel for the opposing party shall personally deliver, e-mail, or fax to counsel for the moving party the opposing party's portion of the stipulation, together with all declarations and exhibits to be offered in support of the opposing party's position. After the opposing party's material is added to the stipulation by the moving party's counsel, the stipulation

shall be provided to opposing counsel, who shall sign it (electronically or otherwise) and return it to counsel for the moving party no later than the end of the next business day, so that it can be filed with the notice of motion.

***L.R. 52-4 Orders.***

***L.R. 52-4.1 Separate Order.*** A separate proposed order shall be submitted with any stipulation, application, motion, or request of the parties requiring an order of the court. If the proposed order is the result of a stipulation, the pertinent elements requested in the stipulation shall be set forth in the order. Unless the filer is exempted from electronic filing pursuant to L.R. 5-4.2(a), the proposed order shall be submitted as provided in L.R. 5-4.4.

***L.R. 52-6 Service of Document.*** The attorney whose duty it is to prepare any document required by L.R. 52-1, 52-2, or 52-4 shall serve a copy on opposing counsel on the same day that the document is lodged with the Court. Alternatively, the attorney preparing the document may present it to opposing counsel for approval as to form before the document is lodged.

***L.R. 52-7 Separate Objection.*** Opposing counsel may, within seven (7) days after service of a copy of a document prepared pursuant to L.R. 52-1, 52-2, or 52-4, file and serve objections to the form of the document and the grounds thereof. The failure to file timely objections shall be deemed a waiver of any defects in the form of the document.

***L.R. 52-8 Endorsement of Counsel.*** Unless the Court otherwise directs, no document governed by L.R. 52-1, 52-2, or 52-4 will be signed by the judge unless either opposing counsel shall have endorsed thereon an approval as to form, or the time for objection has expired. If it finds the ends of justice so requires, the Court may conduct a hearing on the proper form of the document, or it may sign the document as prepared or as modified.

***L.R. 56-1 Documents Required From Moving Party.*** A party filing a notice of motion for summary judgment or partial summary judgment shall lodge a proposed “Statement of Uncontroverted Facts and Conclusions of Law.” Such



proposed statement shall set forth the material facts as to which the moving party contends there is no genuine dispute. A party seeking summary judgment shall lodge a proposed Judgment; a party seeking partial summary judgment shall lodge a proposed Order.

***L.R. 59-1 New Trial - Procedure.***

***L.R. 59-1.4 New Trial - Hearing.*** The motion shall be considered upon:

- (a) The pleadings and documents on file;
- (b) The minutes of the court clerk;
- (c) The reporter's notes or transcript; and
- (d) Declarations, if the ground is other than error of law or insufficiency of the evidence and the facts or circumstances relied on do not otherwise appear in the file.

***L.R. 72-1 Duties and Functions of Magistrate Judges.*** United States Magistrate Judges of this Court are authorized to perform all of the duties and functions prescribed and authorized by 28 U.S.C. § 636, or any other statutes or Federal Rules of Procedure which authorize Magistrate Judges to perform judicial duties or functions, as set forth in General Order No. 05-07, or any successor General Order. Magistrate Judges shall have the inherent power of judicial officers to implement and enforce their own orders and to regulate proceedings before them, to the extent permitted by law.

***L.R. 79-5 Confidential Court Records.***

***L.R. 79-5.1 Filing Under Seal or In Camera - Procedures.*** Except when authorized by statute or federal rule, or the Judicial Conference of the United States, no case or document shall be filed under seal or in camera without prior approval by the Court. Where approval is required, a written application and a proposed order shall be presented to the judge along with the document submitted

for filing under seal or in camera. The proposed order shall address the sealing of the application and order itself, if appropriate. The original and judge's copy of the document shall be sealed in separate envelopes with a copy of the title page attached to the front of each envelope. Conformed copies need not be placed in sealed envelopes. Where under-seal or in-camera filings are authorized by statute or rule, the authority therefor shall appear on the title page of the proposed filing. Applications and proposed orders to seal or file in camera, along with the material to be sealed or submitted in camera, shall not be electronically filed but shall be presented to the Clerk for filing in paper format, in the manner prescribed by Local Rule 79-5. Unless the filer is exempted from electronic filing pursuant to L.R. 5-4.2(a), a Notice of Manual Filing shall first be electronically filed identifying the materials being manually filed. A copy of the Notice of Manual Filing, together with its NEF (*see* L.R. 5-3.3), shall be presented with the documents presented for filing.

***L.R. 83-2 Attorneys - Admission, Substitution, and Withdrawal; Communications with Court.***

***L.R. 83-2.3 Pro Hac Vice or Other Limited Appearance.***

***L.R. 83-2.3.3 Designation of Local Counsel.*** The person seeking to appear pro hac vice is required to designate an attorney who is a member of the Bar of this Court and who maintains an office within this District as local counsel with whom the Court and opposing counsel may readily communicate regarding the conduct of the case and upon whom documents may be served, unless otherwise ordered by the Court.

***L.R. 83-3 Attorney Disciplinary Rules of the Court.***

***L.R. 83-3.2 Enforcement of Attorney Discipline.***

***L.R. 83-3.2.5 Discipline by Agencies.*** Information that a member of the Bar of this Court has been suspended or disbarred from practice by the order of any federal or state administrative agency shall be treated as a complaint which can be the basis of disciplinary action by this Court. The matter shall be referred to the Committee for investigation, hearing and recommendation as provided hereinabove in the case of other complaints. All parties in interest are advised of the United States Bankruptcy Court for the Central District of

California's Third Amended General Order No. 96-05 or any successor General Order governing attorney discipline proceedings in the Bankruptcy Court.

***L.R. 83-5 Minors or Incompetents.***

***L.R. 83-5.5 Minors or Incompetents - Disbursement of Funds.***

***L.R. 83-5.5.1 Conformance to State Law.*** Unless otherwise ordered by the Court, disbursement of funds of California residents or foreign nationals under this Rule 83-5.5 shall be made by the Clerk in accordance with the provisions of California Probate Code §§ 3600 *et seq.* If the minor, incompetent person, guardian, custodian or parent is a resident of a state of the United States other than California, the funds or property shall be disbursed pursuant to restrictions of the state of residence similar to the provisions of California Probate Code §§ 3600 *et seq.*

***L.R. 83-9 Time Limits for Decisions by Court.***

***L.R. 83-9.5 Date of Intended Decision.*** Upon receipt of a request under L.R. 83-9.4, the Chief Judge shall, after consultation with the judge to whom the matter is assigned, establish a firm intended decision date by which the Court's decision shall be made. Such setting of a final intended decision date shall be in writing, shall be filed in the case, and shall be served on the parties.

**Appendix A to Local Rules, PRETRIAL FORM NO. 1:**

Following pretrial proceedings, pursuant to F.R.Civ.P. 16 and L.R. 16, IT IS ORDERED:

...

4. The trial is to be a jury (non-jury) trial.

4. The trial is to be a jury (non-jury) trial.

[If a jury trial add: At least seven (7) days prior to the trial date the parties shall file and serve by e-mail, fax, or personal delivery: (a) proposed jury

instructions as required by L.R. 51-1 and (b) any special questions requested to be asked on voir dire.]

[If a non-jury trial add: At least seven (7) days prior to the trial date the parties shall lodge and serve by e-mail, fax, or personal delivery the findings of fact and conclusions of law the party expects the Court to make upon proof at the time of trial as required by L.R. 52-1.]