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UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA  
WESTERN DIVISION

[Plaintiff]	]	Case No. CV ** CAS (x)
Plaintiff(s),	]	
v.	]	NOTICE TO COUNSEL
[Defendant]	]	
Defendant(s).	]	

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This case has been assigned to the calendar of Judge Christina A. Snyder. This Notice to Counsel shall be to all parties appearing in propria persona, and for purposes of this notice, the term “counsel” shall include any person appearing in pro per.

Counsel are advised that the Court expects strict compliance with the provisions of the Local Rules and the Federal Rules of Civil Procedure. All of the Local Rules are equally important. The parties are reminded to follow the disclosure requirement in Local Rule 7.1. Copies of the Local Rules may be purchased from one of the following:

- |                           |                       |                       |
|---------------------------|-----------------------|-----------------------|
| Los Angeles Daily Journal | Metropolitan News     | West Group            |
| 915 E. 1st Street         | 210 South Spring St.  | 610 Opperman Drive    |
| Los Angeles, CA 90012     | Los Angeles, CA 90012 | Egan, Minnesota 55123 |

1           The Local Rules and **Judge’s Procedures and Schedules** may also be found  
2 on the United States District Court’s website at the following address:  
3 [HTTP://WWW.CACD.USCOURTS.GOV](http://www.cacd.uscourts.gov). Please note that certain Local Rules  
4 have recently been amended.

5           The attention of counsel is particularly directed to Local Rules 16 and 26 for  
6 the conduct of mandatory pretrial and settlement proceedings.

7           The Court notes that a party to this lawsuit does not have a lawyer. Parties  
8 in court without a lawyer are called “pro se litigants.” These parties often face  
9 special challenges in federal court. Public Counsel runs a free Federal Pro Se  
10 Clinic at the Los Angeles federal courthouse where pro se litigants can get  
11 information and guidance. The clinic is located in Room G-19, Main Street Floor  
12 of the United States Courthouse, 312 North Spring Street, Los Angeles, California  
13 90012. For more information, litigants may call (213) 385-2977 (x. 270) or they  
14 may visit the Pro Se Home Page found at  
15 <http://court.cacd.uscourts.gov/cacd/ProSe.nsf>. Clinic information is found there by  
16 clicking “Pro Se Clinic - Los Angeles”.

17           Counsel are reminded of their obligations to disclose information and confer  
18 on a discovery plan not later than 21 days prior to the date of the Fed. R. Civ. P.  
19 16(b) scheduling conference and to report to the Court not later than 14 days after  
20 they confer on a discovery plan and the other matters required by Fed. R. Civ. P.  
21 26(f) and the Local Rules of this Court. The following issues will be considered at  
22 the scheduling conference: the last date by which parties and claims for relief may  
23 be added, the discovery cutoff, as well as any issues relating to the discovery plan,  
24 the last date for filing motions, the time for the pretrial conference and the trial  
25 date. Scheduling conferences are generally held on Monday at 11:00 a.m.

26           Counsel should also be guided by the following requirements when litigating  
27 cases assigned to Judge Snyder:  
28

1           1.     INTERROGATORIES: Refer to the Local Rules.  
2           2.     MOTIONS: Motions shall be heard on each Monday of the month at  
3 10:00 a.m., unless otherwise ordered by the Court. If Monday is a national  
4 holiday, the succeeding Monday shall be the motion day and all matters noticed for  
5 such Monday stand for hearing on the following Monday without special order or  
6 notice. The Court provides oral or written tentative rulings on most motions.  
7 Counsel are encouraged to direct oral argument to the matters raised in the  
8 tentative ruling and to submit to any part of the ruling that is not in genuine  
9 dispute, where appropriate. The Court will notify counsel if it does not require oral  
10 argument on any specific motion.

11           Motion papers should comply with the Local Rules. Briefs should not  
12 exceed the page limits authorized by the Local Rules. The Court will rarely grant  
13 leave to file briefs that exceed the authorized page limits. Counsel are admonished  
14 not to circumvent page limits by filing multiple motions which purport to address  
15 separate issues in a case. Such motions will not be considered unless counsel  
16 obtains leave to file more than one motion or to file a brief that exceeds the page  
17 limits authorized by the Local Rules.

18           3.     EX PARTE APPLICATIONS:

19           A.     NOTICE: The parties' and counsels' attention is directed to  
20 Local Rule 7-19. The moving party shall inform the opposing party or parties that  
21 such party or parties shall have 48 hours from the date of delivery of the moving  
22 papers to file and serve their opposition papers, if any.

23           B.     HEARING: No hearing will be held on any ex parte application  
24 unless deemed necessary by the Court and in such case counsel will be notified by  
25 the Courtroom Deputy Clerk.

26           4.     DISCOVERY CUTOFF: Generally, the Court will set a discovery  
27 cutoff date at the scheduling conference. The Court expects that by the date of the  
28 discovery cutoff, all discovery and responses thereto shall have been served, and

1 all motions to compel will be on file and have been argued (but not necessarily  
2 decided). The only discovery that may be conducted after the discovery cutoff date  
3 without leave of Court is discovery ordered by the Magistrate Judge for which a  
4 timely-filed motion was pending and argued before the discovery cutoff date.  
5 Unless the Court has issued a contrary order, all discovery motions should be set  
6 before the Magistrate Judge to whom this case is assigned.

7       5.     MANDATORY COPIES: The Court requires that mandatory copies  
8 of electronically filed documents be delivered to the judge’s mail box outside the  
9 Clerk’s Office on the 4<sup>th</sup> floor of the 1<sup>st</sup> Street Courthouse no later than 12:00 p.m.  
10 on the first court day following the date when the documents are required filed.  
11 **Furthermore, mandatory copies shall be 2-hole punched and the efile**  
12 **notification date shall be visible on or as the first page.** Moreover, in all cases  
13 asserting claims under the antitrust laws, the patent laws or federal securities laws,  
14 and in such specific cases as may be designated by the Court, counsel must deliver  
15 to the Court two (2) mandatory copies of all documents that are electronically filed.  
16 Mandatory copy documents shall include tabs to separate exhibits, declarations,  
17 etc., where applicable. The Court will also accept any fax courtesy copies not  
18 exceeding five (5) pages in length total. The Courtroom Deputy Clerk’s fax  
19 number is 213-894-0375. In addition, counsel shall email any and all proposed  
20 orders to the Courtroom Deputy Clerk in “Word” or “WordPerfect” format to  
21 CAS\_Chambers@cacd.uscourts.gov.

22       6.     CONTINUANCES: Continuances will only be granted based upon a  
23 showing of good cause. Stipulations, including second and subsequent extensions  
24 of time to respond to the complaint, are effective ONLY when approved by the  
25 Court. (See Local Rule 16-8).

26       7.     REMOVED ACTIONS: Any answers filed in state court must be  
27 refiled with the Court as a supplement to the petition. Any pending motions must  
28 be renoticed in accordance with Local Rule 37-3.

1           8.     TELEPHONIC HEARINGS: Upon obtaining leave of Court at least  
2 one week in advance of any hearing, Judge Snyder will permit oral argument on  
3 calendared motions to be heard telephonically if (a) all involved parties consent to  
4 the telephone hearing, (b) the parties anticipate presenting limited argument, and  
5 (c) the Court's calendar permits such telephonic oral argument to be heard. The  
6 telephonic hearing will be scheduled at a time convenient for the Court and the  
7 parties, on the Monday originally scheduled for the hearing of the motion pursuant  
8 to the Federal Rules of Civil Procedure and the Local Rules. The party bringing  
9 the motion will initiate the conference call, and when all counsel are present on the  
10 line, will contact the Court. Callers will hold on the line until their motion is ready  
11 to be heard, at which time they will be connected with the Court, the case will be  
12 called, and the telephonic hearing will commence.

13           9.     COMMUNICATIONS WITH THE COURT: Unless counsel have  
14 been expressly authorized to communicate with chambers (e. g., for a telephone  
15 status conference with all counsel participating), all oral and written  
16 communications must be submitted only to the Courtroom Deputy, Catherine  
17 Jeang with copies to all counsel of record. Please do not attempt to communicate  
18 in writing or by telephone with chambers. (See Local Rule 83-2.11).

19           10.    NOTICE OF THIS ORDER: Counsel for plaintiff is responsible for  
20 promptly serving a copy of this Order on all defendants' counsel. If this case came  
21 to the Court via removal, the removing defendant shall promptly serve a copy of  
22 this Order on all parties of record.

23 Date:

24  
25 CHRISTINA A. SNYDER  
26 United States District Judge  
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