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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

[PLAINTIFF’S NAME],
Plaintiff,
v.
[DEFENDANT’S NAME],
Defendant.

Case No.: 2:22-cv-01234-MEMF(x)
CIVIL STANDING ORDER

**PLEASE READ THIS ORDER CAREFULLY. IT GOVERNS THE CASE AND DIFFERS IN
SOME RESPECTS FROM THE LOCAL RULES.**

Both the Court and all counsel bear responsibility for the progress of litigation in this Court.
“Counsel,” as used in this Order, includes parties appearing pro se.¹ To secure the just, speedy,
and inexpensive determination of every action, all counsel are ordered to familiarize themselves with

¹ This Court does not exempt parties appearing pro se—that is, parties who are not represented by an attorney—from compliance with the Federal Rules of Civil Procedure or the Local Rules. *See* Local Rules 1-3 and 83-2.2.3.

1 the Federal Rules of Civil Procedure and the Local Rules of the Central District of California. FED.
2 R. Civ. P. 1.

3 **UNLESS THE COURT ORDERS OTHERWISE, THE FOLLOWING RULES APPLY.**

4 **I. Service of the Complaint**

5 The Plaintiff shall promptly serve the complaint in accordance with Federal Rule of Civil
6 Procedure 4 and shall comply with Local Rule 5-3 with respect to all proofs of service.

7 **II. Presence of Lead Counsel**

8 Lead trial counsel shall attend any proceeding before this Court, including all Scheduling,
9 Pretrial, and Settlement Conferences.

10 The Court has a strong commitment to fostering the development of new and diverse lawyers in
11 the legal community. Consequently, the Court strongly encourages litigants to provide opportunities
12 for less experienced lawyers or lawyers whose identities and/or backgrounds further the diversity of
13 the legal profession to conduct hearings before the Court, particularly where they contributed
14 significantly to the underlying motion or prepared the witness. Of course, the ultimate decision of
15 who speaks on behalf of the client is for the client and not the Court.

16 **III. Invitation to Self-Identify Pronouns and Honorifics**

17 Litigants and counsel may indicate their pronouns and honorifics by filing a letter, adding the
18 information in the name block or signature line of the pleadings, or verbally informing the Court
19 when making an appearance.

20 **IV. Scheduling Conference and Rule 26(f) Meeting of Counsel**

21 This court hears status conferences and scheduling conferences on **Thursdays, beginning at**
22 **10:00 a.m.** Pursuant to Federal Rules of Civil Procedure 16(b) and 26(f), the Court will issue an
23 Order Setting a Scheduling Conference. Counsel shall meet no later than twenty-one (21) days prior
24 to the court-ordered Scheduling Conference pursuant to Federal Rule of Civil Procedure 26(f) and
25 applicable Local Rules. This meeting may occur telephonically and need not occur in person. A
26 written exchange of correspondence will not satisfy this requirement.

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1 **V. Joint Rule 26(f) Report**

2 Unless otherwise ordered, no later than fourteen (14) days before the Scheduling Conference,
3 counsel shall file a Joint Rule 26(f) Report. A Joint Rule 26(f) Report which is not timely filed or
4 does not conform with this Order, Federal Rule of Civil Procedure 26(f), and applicable Local Rules
5 will interfere with preparation by the Court and its staff and may result in the assessment of
6 sanctions. The Joint Rule 26(f) Report shall address the matters set forth in Federal Rule of Civil
7 Procedure 26(f), as well as those enumerated in the Court’s Order Setting Scheduling Conference.

8 **VI. Discovery**

9 All discovery matters have been referred to a magistrate judge, who will hear all discovery
10 disputes. The magistrate judge’s initials follow the district judge’s initials next to the case number.
11 All discovery documents must include the words “DISCOVERY MATTER” in the caption to ensure
12 proper routing. Please do not deliver courtesy copies of discovery documents to Judge Frimpong’s
13 chambers.

14 In accordance with 28 U.S.C. § 636(b)(1)(A), the magistrate judge’s decision shall be final, and
15 this Court will not reverse any order of the magistrate judge unless it has been shown that the
16 magistrate judge’s order is clearly erroneous and contrary to law. Any party may file and serve a
17 motion for review and reconsideration before this Court. *See* Local Rule 72-2. The moving party
18 must file and serve the motion within fourteen (14) days of service of a written ruling or an oral
19 ruling that the magistrate judge states will not be followed by a written ruling. The motion must
20 specify which portions of the ruling are clearly erroneous and contrary to law, and the claim must be
21 supported by points and authorities. Counsel shall provide the magistrate judge chambers copies of
22 the moving papers and responses.

23 **VII. Motions – General Requirements**

24 **A. Pre-Filing Requirement:** Counsel should take note of Local Rule 7-3, which
25 requires “counsel contemplating filing of any motion” to “first contact opposing counsel to discuss
26 thoroughly, preferably in person, the substance of the contemplated motion and any potential
27 resolution.” Counsel should discuss the issues sufficiently such that if a motion is still necessary, the
28 briefing may be directed to those substantive issues requiring resolution by the Court. Counsel

1 should resolve minor procedural or other non-substantive matters during the conference. The notice
2 of motion or other request must include a statement of compliance with Local Rule 7-3. The Court
3 may strike or outright deny a motion or other relief if counsel fails to meet and confer in good faith.

4 **B. Time for Filing and Hearing Motions:** Motions shall be filed in accordance with
5 Local Rule 7. This Court hears civil motions on **Thursdays, beginning at 10:00 a.m.** If Thursday is
6 a national holiday, motions will be heard on the next Thursday. It is not necessary to clear a hearing
7 date with Judge Frimpong's Courtroom Deputy Clerk before filing a motion, **except for motions for**
8 **summary judgment and preliminary injunction.** For these two motions, contact the Courtroom
9 Deputy Clerk via the Court's chambers email address at MEMF_Chambers@cacd.uscourts.gov to
10 reserve a hearing date. For all motions, if the motion date selected is not available, the Court will
11 issue a minute order continuing the date. **Closed motion dates** can be found on Judge Frimpong's
12 Procedures and Schedules page.

13 **C. Length and Format of Motion Papers:** Pursuant to Local Rule 11-6, Memoranda of
14 Points and Authorities in support of or in opposition to motions shall not exceed twenty-five (25)
15 pages absent leave of Court. Replies shall not exceed ten (10) pages. Only in rare instances and for
16 good cause shown will the Court grant an application to extend these page limitations. Pursuant to
17 Local Rule 11-8, all Memoranda of Points and Authorities exceeding ten (10) pages must be
18 accompanied by a Table of Authorities and a Table of Contents. All briefing must use Times New
19 Roman or Courier font. Text must be no less than twelve (12) point font; footnotes shall be no less
20 than ten (10) point font.

21 Counsel shall adhere to Local Rule 5-4.3 with respect to the conversion of all documents to .pdf
22 format so that when a document is electronically filed, it is in proper size and is .pdf searchable.
23 Further, all documents shall be filed in a format so that text can be selected, copied, and pasted
24 directly from the document. *See* Local Rule 5-4.3.1.

25 **D. Citations to Case Law:** Citations to case law must identify the case cited and the
26 specific page referenced. For example, if a quotation is presented, the associated page citation shall
27 be provided. Similarly, if a case is cited in support of a proposition based on language in the opinion,
28 the page on which such language appears shall be provided. Bluebook style is required.

1 **E. Citations to Other Sources:** Statutory references must identify with specificity the
2 sections and subsections referenced. Citations to treatises, manuals, and other materials should
3 include the volume, section, and pages being referenced. Citations to prior filings in the same action
4 shall include the docket entry number, section, and pages referenced. Bluebook style is required.

5 **F. Oral Argument:** If the Court deems a matter appropriate for decision without oral
6 argument, the Court will take the matter under submission and notify the parties before the hearing.

7 **VIII. Motions – Specific Requirements**

8 **A. Motions Pursuant to Federal Rule of Civil Procedure 12:** Many motions to
9 dismiss or strike can be avoided if the parties confer in good faith as required by Local Rule 7-3,
10 especially for perceived defects in a complaint, answer, or counterclaim that can be corrected by
11 amendment. *See Polich v. Burlington Northern, Inc.*, 942 F.2d 1467, 1472 (9th Cir. 1991) (noting
12 that where a motion to dismiss is granted, a district court should grant leave to amend unless it is
13 clear the complaint cannot be saved by amendment). Moreover, a party has the right to amend the
14 complaint “once as a matter of course at any time before a responsive pleading is served.” FED. R.
15 CIV. P. 15(a). Even after a complaint has been amended or a responsive pleading has been served,
16 the Federal Rules of Civil Procedure provide that leave to amend should be “freely given when
17 justice so requires.” FED. R. CIV. P. 15(a). Indeed, the Ninth Circuit requires that this policy favoring
18 amendment be applied with “extreme liberality.” *Morongo Band of Mission Indians v. Rose*, 893
19 F.2d 1074, 1079 (9th Cir. 1990).

20 Consequently, parties should carefully consider and weigh an opponent’s contentions as to the
21 deficiencies in a pleading. The Court expects that, in most instances, the parties will agree to any
22 amendment that would cure the defect.

23 **B. Motions to Amend:** In addition to the requirements of Local Rule 15-1, all motions
24 to amend pleadings shall: (1) state the effect of the amendment; (2) be serially numbered to
25 differentiate the amendment from previous amendments; and (3) identify the pages, line numbers,
26 and wording of any proposed change or addition of material.

1 Counsel shall electronically file a “Notice of Lodging” attaching the proposed amended pleading
2 as a document separate from the motion, as well as a “redlined” version of the proposed amended
3 pleading identifying all additions and deletions of material as an appendix to the moving papers.

4 **C. Motions In Limine:** Motions in limine shall be noticed for hearing no later than four
5 (4) weeks before the Final Pretrial Conference date.

6 **D. Motions for Class Certification:** If this action is a putative class action, the parties
7 are to act diligently and begin discovery immediately, so that the motion for class certification can
8 be filed expeditiously. This Court requires an extended briefing schedule for motions for class
9 certification. Parties are advised to refer to the Court’s Order Setting Scheduling Conference for
10 additional guidance as to filing and timing of motions for class certification.

11 **E. Rule 56 Motions: No party may file more than one motion pursuant to Federal**
12 **Rule of Civil Procedure 56**, regardless of whether such motion is denominated a motion for
13 summary judgment or summary adjudication, without leave of the Court. The parties shall not
14 attempt to evade the page limitations for briefs by filing multiple motions. If a party believes this is
15 one of the rare instances in which good cause exists for more than one motion for summary
16 judgment or to increase page limits, the party shall seek leave by noticed motion setting forth a
17 detailed showing of good cause. Pursuant to Federal Rule of Civil Procedure 56(f), when
18 appropriate, based on undisputed facts and controlling principles of law, the Court may sua sponte
19 enter summary judgment in favor of the non-moving party.

20 The Court will not entertain cross-motions that seek to adjudicate the same legal issues. If parties
21 wish to cross-move for summary judgment, their counsel shall meet and confer to determine which
22 party will move and which will oppose the one motion for summary judgment.

23 Parties need not wait until the motion cutoff date to bring motions for summary judgment or
24 partial summary judgment. The hearing on any such motion shall be set for a date in advance of the
25 Final Pretrial Conference. This Court requires an extended briefing schedule for motions for
26 summary judgment, as set forth below:

- 27 • *Motions for Summary Judgment:* Must be filed at least forty-two (42) days before the
28 noticed hearing date.

- *Opposition*: Must be filed twenty-eight (28) days before the noticed hearing date and fourteen (14) days after the motion is filed.
- *Reply*: Must be filed twenty-one (21) days before the noticed hearing date and seven (7) days after the opposition is filed.

The above briefing schedule is the default. The parties may stipulate to a modified schedule that is reasonable for all parties. Any briefing schedule must provide the Court at least twenty-one (21) days between the reply deadline and the hearing date.

The parties should prepare papers in a fashion that will assist the Court in processing and analyzing the volume of material (*e.g.*, tables of contents, headings, indices, bookmarks in electronic documents, pinpoint citations, etc.). Additionally, *for motions for summary judgment only*, parties should submit two paper copies of all Motion for Summary Judgment filings to Judge Frimpong’s mailbox on the Fourth Floor of the First Street Courthouse. Pro se parties are exempt from this requirement. The parties shall comply with Local Rules 56-1 and 56-2, in addition to the Court’s additional requirements described below.

1. Statements of Uncontroverted Facts and Genuine Disputes

The separate statement of uncontroverted facts required under Local Rule 56-1 shall be prepared in a two-column table, as shown below. The left column sets forth the allegedly undisputed fact. The right column sets forth the evidence that supports the factual statement. The factual statements should be set forth in sequentially numbered paragraphs. Each paragraph should contain a narrowly focused statement of fact. Each numbered paragraph should address a single subject as concisely as possible. The “Conclusions of Law” portion of the statement should be inserted after the statement of uncontroverted facts.

Plaintiff’s Claim for _____ Is Barred by the Applicable Statute of Limitations.

Undisputed Fact	Evidence
1. Mike and Jane signed a contract for the sale and purchase of property.	Smith Decl. (Dkt. No. 61-2) ¶ 5, Ex. 6.
2. Jane mailed the contract in May 2017.	Smith Decl. ¶ 8, Ex. 21.

1 The opposing party’s statement of genuine disputes of material fact must be in two columns and
 2 track the moving party’s separate statement exactly as prepared. The left column must restate the
 3 allegedly undisputed fact and the right column must state either that it is undisputed or disputed. The
 4 opposing party may dispute all or only a portion of the statement, but if disputing only a portion, it
 5 must clearly indicate what portion is being disputed, followed by a brief citation to the opposing
 6 party’s evidence controverting the fact. To demonstrate that a fact is disputed, the opposing party
 7 must briefly state why it disputes the moving party’s asserted fact, cite to the relevant exhibit or
 8 other evidence, and describe the reason(s) the exhibit or evidence refutes the asserted fact. No legal
 9 argument should be set forth in this document.

Undisputed Fact and Evidence	Disputed/Undisputed Fact and Evidence
1. Mike and Jane signed a contract for the sale and purchase of property. Smith Decl. (Dkt. No. 61-2) ¶ 5, Ex. 6.	Disputed. Jane testified that the contract was for a lease, not a purchase. Jane Depo. (Smith Decl. Ex. 4) at 29:4-16.
2. Jane mailed the contract in May 2017. Smith Decl. ¶ 8, Ex. 21.	Disputed as to date. Jane testified she mailed the contract in June 2017. Jane Depo. at 3:4-10.

16 The opposing party may submit additional material facts that bear on or relate to the issues raised
 17 by the moving party, which shall follow the format described above for the moving party’s separate
 18 statement. These additional facts shall continue in sequentially numbered paragraphs with the
 19 evidence that supports each statement set forth in the right column.

20 With its reply, the moving party shall file a response to the statement of genuine disputes of
 21 material fact and additional material facts. For each fact, the response shall restate the allegedly
 22 undisputed fact and state whether the fact is disputed or undisputed by the opposing party. If the fact
 23 is undisputed, no further response is required.

24 If the fact is disputed, the response shall restate the opposing party’s evidence and reason for
 25 disputing the asserted fact. The moving party may provide a response to the opposing party’s reason
 26 for dispute, including any reason why the evidence cited by the opposing party does not create a
 27 genuine dispute and/or any additional evidence relevant to the asserted fact. This response may
 28

1 either be presented in three columns, with the response appearing in the right column, or in two
2 columns, with a response provided below each fact.

3 The response may also include any response to additional material facts asserted by the non-
4 moving party, and this response shall follow the format described above for the statement of genuine
5 disputes of material fact. The response to these additional facts shall continue in sequentially
6 numbered paragraphs and shall not restart the numbering.

7 All facts asserted by either party, whether disputed or undisputed, and all supporting evidence
8 cited, shall be included in the response. Do not repeat descriptions of and citations to the evidence. If
9 you have already described and cited the evidence once, simply refer to the earlier citation succinctly
10 (*e.g.*, “*See supra*, Fact # 1”).

11 2. Supporting Evidence

12 No party shall submit evidence other than the specific items of evidence or testimony necessary
13 to support or controvert a proposed statement of undisputed fact. For example, entire deposition
14 transcripts, entire sets of interrogatory responses, and documents that do not specifically support or
15 controvert material in the separate statement shall not be submitted in support of or in opposition to a
16 motion for summary judgment.

17 Evidence submitted in support of or in opposition to a motion for summary judgment should be
18 submitted either by way of stipulation or as exhibits to declarations sufficient to authenticate the
19 proffered evidence and should not be attached to the memorandum of points and authorities.

20 Documentary evidence for which there is no stipulation regarding foundation must be accompanied
21 by the testimony, either by declaration or properly authenticated deposition transcript, of a witness
22 who can establish authenticity.

23 3. Objections to Evidence

24 If a party disputes a fact based in whole or in part on an evidentiary objection, the ground for the
25 objection should be stated succinctly in a separate statement of evidentiary objections in a two-
26 column format. The left column should identify the items objected to (including page and line
27 number if applicable) and the right column should set forth a concise objection (*e.g.*, hearsay, lack of
28 foundation, etc.) with a citation to the Federal Rules of Evidence or, where applicable, a case

1 citation. A proposed order shall be filed and attached to the evidentiary objections as a separate
2 Word document consistent with Local Rule 52-4.1 and emailed directly to the Court’s chambers
3 email address at MEMF_Chambers@cacd.uscourts.gov.

4 **F. Motions for Attorneys’ Fees:** Motions for attorneys’ fees shall be electronically
5 filed and set for hearing according to Local Rule 6-1 and this Order. Any motion or request for
6 attorneys’ fees shall attach two summaries, in table form, of the hours worked by and billing rate of
7 each attorney with title (*e.g.*, partner, counsel, associate, etc.).

8 The first table shall include a summary of the hours worked by each attorney, organized by task
9 (*e.g.*, discovery, motion to dismiss, motion for summary judgment). The second table shall include a
10 summary of the hours worked by each attorney, organized by attorney. Both tables shall list all the
11 tasks on which the attorney worked, the hours worked on each task, and the hourly rate of each
12 attorney. If the hourly rate charged by any individual attorney changed while the action was
13 ongoing, the party shall provide separate calculations for the total number of hours the attorney spent
14 in connection with each task at each hourly rate.

15 All tables shall be attached to the motion and electronically filed. The courtesy copies of the
16 tables shall be prepared in Excel, have all restrictions removed so the spreadsheets can be edited, and
17 be emailed to the Court’s chambers email address at MEMF_Chambers@cacd.uscourts.gov.

18 **G. Under Seal Filings:** Local Rule 79-5 governs applications to file documents under
19 seal. Local Rule 79-5.2.2 explains how to apply to file under seal and how to proceed if leave is
20 granted. Parties must comply with all provisions of Local Rule 79-5.

21 There is a strong presumption of access in civil actions. *Foltz v. State Farm Mut. Auto. Ins. Co.*,
22 331 F.3d 1122, 1135 (9th Cir. 2003). For each document or other type of information a party seeks
23 to file under seal, the party must identify and discuss the factual and/or legal justification that
24 establishes “good cause” or “compelling reasons” for the information to be protected. *Kamakana v.*
25 *City and Cnty. of Honolulu*, 447 F.3d 1172, 1178–80 (9th Cir. 2006).

26 Documents that are not confidential or privileged in their entirety should not be filed under seal
27 if the confidential portions can be redacted and filed separately with a reasonable amount of effort.
28

1 The parties should file a complete version of the documents under seal and a redacted version for
2 public viewing, omitting only the portions that the Court has authorized to be filed under seal.

3 Sealing must be justified for each individual item—blanket claims of confidentiality will result
4 in the application to seal being denied. Counsel are strongly encouraged to consider carefully
5 whether sealing or redaction is absolutely required for a given piece of evidence or argument. An
6 application to seal that includes meritless requests to seal or redact documents will be denied. The
7 parties also must meet and confer before filing an application to seal.

8 **IX. Proposed Orders**

9 Each party filing or opposing a motion or seeking the determination of any matter shall serve and
10 electronically lodge a proposed order setting forth the relief or action sought and a brief statement of
11 the rationale for the decision with appropriate citations. In addition, a copy of the proposed order in
12 Word format shall be emailed directly to the Court’s chambers email address at
13 MEMF_Chambers@cacd.uscourts.gov on the day the document is electronically filed.

14 A template for proposed orders is available on Judge Frimpong’s webpage.² The parties must use
15 this template. Failure to submit a proposed order in Word format may result in the Court striking the
16 motion, application, or stipulation without consideration of the request on its merits.

17 **X. Chambers Courtesy Copies**

18 The Court does not require chambers copies of any motion papers or exhibits and discourages
19 the parties from sending chambers courtesy copies, with the exception of documents related to
20 motions for summary judgment (*see supra* Section VIII.E). Excel files prepared in support of
21 motions for attorneys’ fees (*see supra* Section VIII.F) and proposed orders in Word format (*see*
22 *supra* Section IX) should be submitted to the Court’s chambers email address at
23 MEMF_Chambers@cacd.uscourts.gov.

24 **XI. Ex Parte Applications**

25 Counsel are reminded that ex parte applications are solely for extraordinary relief. Applications
26 that do not meet the requirements set forth in Local Rule 7-19 will not be considered. Sanctions may
27 _____

28 ² Judge Frimpong’s webpage can be found at <https://www.cacd.uscourts.gov/honorable-maame-ewusi-mensah-frimpong>.

1 be imposed for misuse of ex parte applications. The Court considers ex parte applications on the
2 papers and usually does not set these matters for hearing.

3 **XII. Continuances**

4 Counsel requesting a continuance must lodge, prior to the date to be continued, a proposed
5 stipulation and order including a detailed declaration of the grounds for the requested continuance or
6 extension of time. The Court grants continuances only upon a showing of good cause, focusing on
7 the diligence of the party seeking the continuance and any prejudice that may result if the
8 continuance is denied. Counsel are required to first meet and confer with opposing counsel regarding
9 the substance of the continuance and include a statement of compliance with Local Rule 7-3 (*see*
10 *supra* Section VII.A). Failure to meet and confer in good faith in compliance with the Local Rules
11 and this Order may result in denial of the request for continuance.

12 **XIII. Electronic Filings**

13 Counsel shall e-file all civil and criminal filings pursuant to Federal Rules of Civil Procedure
14 5(d)(3) and Local Rule 5-4 as follows:

- 15 • All non-signature items shall be **e-filed** in **PDF** format. All proposed signature items shall be
16 **e-filed** as an attachment to the main document in **PDF format**.
- 17 • All proposed signature items shall be **emailed** to the courtroom deputy email address at
18 MEMF_Chambers@cacd.uscourts.gov in **Word** format. **Only proposed order signature**
19 **items should be emailed to the chambers' email address.** Do not email other associated
20 documents and do not use this email address for communication with the Court or the Clerk.
21

22 **Note for Parties Who Do Not Have an Attorney:** Pro se litigants—that is, parties who are not
23 represented by an attorney—may submit documents for filing through the Court's Electronic
24 Document Submission System (EDSS) instead of mailing or bringing documents to the Clerk's
25 Office. Only internet access and an email address are required. Documents are submitted in PDF
26 format through an online portal on the Court's website. To access EDSS and for additional
27 information, visit the Court's website at <https://apps.cacd.uscourts.gov/edss>.
28

1 **XIV. Communications with Chambers**

2 Counsel must not attempt to contact the Court or chambers staff by email, telephone, or by any
3 other ex parte means. Counsel may, for appropriate matters only, contact the Courtroom Deputy via
4 the Court’s chambers email at MEMF_Chambers@cacd.uscourts.gov. Counsel must not contact the
5 Courtroom Deputy regarding the status of any matter before the Court. Calls or emails regarding the
6 status of submitted motions, stipulations, or proposed orders will not be returned. Counsel may
7 determine the status of any submitted motion, stipulation, or proposed order by accessing the docket
8 sheet through PACER, which can be accessed via the Central District of California website. Counsel
9 must include on all papers their email address, telephone number, and fax number to facilitate
10 communication with the Courtroom Deputy.

11 **XV. Courtroom Decorum**

12 The Court expects everyone in her courtroom to treat each other with dignity and respect.
13 Therefore, at a minimum, she expects the following from all³:

- 14 • Being punctual and prepared for all court appearances.
- 15 • Speaking and writing civilly and respectfully in all communications involving the Court.
16 This includes:
 - 17 ○ Referring to and addressing witnesses, counsel, parties, and court personnel by their
18 surnames, pronouns, and honorifics, unless leave to do otherwise is granted.
 - 19 ○ Refraining from interrupting any other person in the courtroom when someone else is
20 speaking. The same courtesy will be returned for every person.
 - 21 ○ Refraining from making gestures, facial expressions, or audible comments as
22 manifestations of approval or disapproval of testimony or argument.
- 23 • Being considerate of the time constraints and pressures on the Court and court staff
24 inherent in their efforts to administer justice.

27 ³ For more detailed guidance, counsel are advised to refer to the Central District of California’s Civility and
28 Professionalism Guidelines, which can be found at
<http://www.cacd.uscourts.gov/attorneys/admissions/civility-and-professionalism-guidelines>.

- Acting and speaking civilly to court marshals, court clerks, court reporters, secretaries, and law clerks with an awareness that they, too, are an integral part of the judicial system.

XVI. Guidance for Pro Se Litigants

Parties who represent themselves in civil litigation (*i.e.*, appear pro se), should be aware that the Court holds these parties to the same standards of conduct to which it holds attorneys.

The following links may be helpful to those representing themselves in civil matters:

- General information on how parties may represent themselves in civil cases in the Central District of California can be found at <https://prose.cacd.uscourts.gov/>.
- Local Civil Rules for the Central District of California can be found at <http://www.cacd.uscourts.gov/court-procedures/local-rules>.
- Federal Rules of Civil Procedure can be found at <https://www.law.cornell.edu/rules/frcp>.

XVII. Additional Information

A. Interpreter Services

Counsel in civil actions are responsible for arranging for the services of an interpreter. The Interpreter's Office may be reached at (213) 894-4599.

XVIII. Notice of This Order

Counsel for Plaintiff shall immediately serve this Order on all parties, including any new parties to the action. If this case came to the Court by noticed removal, the Defendant shall serve this Order on all other parties.

IT IS SO ORDERED.

Dated: May 10, 2022

MAAME EWUSI-MENSAH FRIMPONG

United States District Judge