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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.**<sup>1</sup> To secure the just, speedy,  
and inexpensive determination of every action, all counsel are ordered to familiarize themselves with

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<sup>1</sup> 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. Appearances by Counsel**

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

14 **A. Presence of Lead Trial Counsel**

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

17 **B. Withdrawal and Substitution of Counsel**

18 Counsel shall take note of the differences between the G-01 and G-123 forms and must  
19 submit the appropriate form when noticing or requesting withdrawal or substitution of counsel.

20 Per its instructions, Form G-123 may be used to terminate an attorney's status as counsel for  
21 a party in three situations: (1) the attorney being terminated has already been relieved by the Court,  
22 but the docket does not yet reflect that fact; (2) at least one member of the attorney's firm or agency  
23 will continue to represent that party and the withdrawing attorney is not the only member of the Bar  
24 of this Court representing that party; or (3) the represented party has been dismissed from the case,  
25 but the attorneys are still receiving notices of electronic filing. In situations not covered above,  
26 attorneys seeking to withdraw from a case must first obtain permission from the Court. In such  
27 circumstances, attorneys should complete and file a "Request for Approval of Substitution or  
28 Withdrawal of Counsel" (Form G-01) instead.

1           When submitting Request for Approval of Substitution or Withdrawal of Counsel FormG-01,  
2 parties must also attach and submit via email a Proposed G-01 Order in Word format. *See infra*  
3 Section IX. All relevant forms may be found on the Court’s website.

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

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

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

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

15   **V.   Joint Rule 26(f) Report**

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

22   **VI.   Discovery**

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

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

10 **VII. Motions – General Requirements**

11 **A. Pre-Filing Requirement:** Counsel for the parties shall meet and confer pursuant to  
12 Local Rule 7-3, which requires “counsel contemplating filing of any motion” to “first contact  
13 opposing counsel to discuss thoroughly, preferably in person, the substance of the contemplated  
14 motion and any potential resolution.” The parties must discuss in real-time all issues to be raised in  
15 the motion, as well as the law and evidence relevant to those issues, so that the parties’ briefing  
16 reflects that they are fully cognizant of the other side’s position(s). Counsel should discuss the issues  
17 sufficiently such that if a motion is still necessary, the briefing may be directed to those substantive  
18 issues requiring resolution by the Court. Counsel should resolve minor procedural or other non-  
19 substantive matters during the conference. The notice of motion or other request must include a  
20 statement of compliance with Local Rule 7-3. The Court may strike or outright deny a motion or  
21 other relief if counsel fails to meet and confer in good faith. Moreover, if the briefing reveals that the  
22 parties have not sufficiently conferred with respect to the issues and position(s) presented, the  
23 motion shall be stricken.

24 **B. Time for Filing and Hearing Motions:** Motions shall be filed in accordance with  
25 Local Rule 7. This Court hears civil motions on **Thursdays, beginning at 10:00 a.m.** If Thursday is  
26 a national holiday, motions will be heard on the next Thursday. It is not necessary to clear a hearing  
27 date with Judge Frimpong’s Courtroom Deputy Clerk before filing a motion, **except for motions for**  
28 **summary judgment and preliminary injunction.** For these two motions, contact the Courtroom

1 Deputy Clerk via the Court’s chambers email address at MEMF\_Chambers@cacd.uscourts.gov to  
2 reserve a hearing date. For all motions, if the motion date selected is not available, the Court will  
3 issue a minute order continuing the date. **Closed motion dates** can be found on Judge Frimpong’s  
4 Procedures and Schedules page. Moreover, all Motions must be filed in accordance with the  
5 following modified briefing schedule:

- 6 • Motion: Must be filed no later than forty-two (42) days prior to the hearing on the  
7 Motion
- 8 • Opposition: Must be filed no later than fourteen (14) days after the filing of the  
9 Motion
- 10 • Reply: Must be filed no later than seven (7) days after the Opposition

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

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

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

27 **E. Citations to Other Sources:** Statutory references must identify with specificity the  
28 sections and subsections referenced. Citations to treatises, manuals, and other materials should

1 include the volume, section, and pages being referenced. Citations to prior filings in the same action  
2 shall include the docket entry number, section, and pages referenced. Bluebook style is required.

3 **F. Oral Argument:** Per the Court’s website, “Requests for a remote Zoom appearance  
4 must be e-filed by the Friday before the hearing and must indicate that counsel has met and  
5 conferred with opposing counsel consistent with Local Rule 7-3.” If the Court deems a matter  
6 appropriate for decision without oral argument, the Court will take the matter under submission and  
7 notify the parties before the hearing.

8 **VIII. Motions – Specific Requirements**

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

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

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

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

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

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

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

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

24 Parties need not wait until the motion cutoff date to bring motions for summary judgment or  
25 partial summary judgment. The hearing on any such motion shall be set for a date in advance of the  
26 Final Pretrial Conference.

27 Any parties intending to file or oppose a Motion for Summary Judgment shall work  
28 cooperatively to create a single, fully integrated joint brief covering all parties’ summary judgment

1 motions, in which each issue (or sub-issue) raised by a party is immediately followed by the  
2 opposing party's response. Each separately-represented party shall be limited to twenty-five (25)  
3 pages, exclusive of tables of contents and authorities.

4 This Court requires an extended briefing schedule for motions for summary judgment,  
5 *calculated based on the date the motion is filed*, as set forth below:

- 6 • *Motions for Summary Judgment*: No later than sixty-three (63) calendar days before  
7 the hearing on the motion, the moving party shall provide to the non-moving party an  
8 electronic copy of the opening brief, together with the moving party's portion of the  
9 evidentiary appendix and joint appendix of undisputed and disputed facts.
- 10 • *Opposition*: No later than fourteen (14) calendar days after receipt of the opening  
11 brief, the non-moving party shall provide the moving party with an electronic copy of  
12 the integrated motion, which shall include the opposing party's portion of the joint  
13 brief, together with the opposing party's portion of the evidentiary appendix and joint  
14 appendix of undisputed and disputed facts.
- 15 • *Reply*: No later than seven (7) calendar days after receiving the integrated version of  
16 the motion and related papers, the moving party shall file the joint brief with the  
17 Court. The moving party shall not make further revisions to the joint brief other than  
18 submitting their Reply and finalizing the document for filing.

19 In the event that the *moving* party is a self-represented litigant, the parties shall file their  
20 briefs pursuant to the aforementioned briefing schedule but will not be required to submit joint  
21 briefing; rather, the parties may submit separate briefing. In the event that the *non-moving* party is a  
22 self-represented litigant, the parties shall file their briefs pursuant to the aforementioned briefing  
23 schedule; however, the represented moving party shall manage the integration and compilation of  
24 both parties' portions of the joint brief, including, but not limited to, Word processing. Pro se parties  
25 are expressly advised that, pursuant to *Rand v. Rowland*, 154 F.3d 952, 962–63 (9th Cir. 1998) (en  
26 banc), and *Woods v. Carey*, 684 F.3d 934, 939–40 (9th Cir. 2012), he or she has the right to submit  
27 counter-declarations and any other relevant evidence to oppose a Motion for Summary Judgment.  
28 Such party is further advised that if he or she fails to rebut the moving party's version of the facts



1 with counter-declarations or other evidence, the court may accept that party’s version of the facts as  
2 true and the claims against that party may be dismissed without a trial. All declarations must be  
3 signed under penalty of perjury by persons having personal knowledge of the facts stated in the  
4 declarations.

5 **The above briefing schedule is the default.** The parties may stipulate to a modified  
6 schedule that is reasonable for all parties. Any briefing schedule must provide the Court at least  
7 forty-two (42) days between the Reply deadline and the hearing date.

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

15 1. Moving Party’s Statement of Uncontroverted Facts and Genuine Disputes

16 The joint statement of uncontroverted facts required under Local Rule 56-1 shall be prepared  
17 in a four-column table, as shown below. The first column sets forth the allegedly undisputed fact,  
18 along with the evidence that supports the factual statement. The factual statements should be set  
19 forth in sequentially numbered paragraphs. Each paragraph should contain a narrowly focused  
20 statement of fact. Each numbered paragraph should address a single subject as concisely as possible.  
21 The second column should list whether the allegedly undisputed fact is disputed or undisputed by the  
22 opposing party. The third column should contain additional information regarding the basis for any  
23 dispute. If the fact is undisputed, no further response is required. The non-moving party may dispute  
24 all or only a portion of the statement, but if disputing only a portion, it must clearly indicate what  
25 portion is being disputed, followed by a brief citation to the non-moving party’s evidence  
26 controverting the fact. To demonstrate that a fact is disputed, the non-moving party must briefly state  
27 why it disputes the moving party’s asserted fact, cite to the relevant exhibit or other evidence, and  
28 describe the reason(s) the exhibit or evidence refutes the asserted fact. No legal argument should be

1 set forth in this document. In the fourth column, the moving party may provide a response to the  
 2 opposing party’s reason for dispute, including any reason why the evidence cited by the opposing  
 3 party does not create a genuine dispute and/or any additional evidence relevant to the asserted fact.  
 4 All facts asserted by either party, whether disputed or undisputed, and all supporting evidence cited,  
 5 shall be included in the response. Do not repeat descriptions of and citations to the evidence. If you  
 6 have already described and cited the evidence once, simply refer to the earlier citation succinctly  
 7 (e.g., “See *supra* Fact # 1”).

Undisputed Fact	Status	Opposition	Reply
1. Mike and Jane signed a contract for the sale and purchase of property. Smith Decl. (Dkt. No. 61-2) ¶ 5, Ex. 6.	Undisputed	N/A	N/A
2. Jane mailed the contract in May 2017. Smith Decl. ¶ 8, Ex. 21.	Disputed	Disputed as to date. Jane testified she mailed the contract in June 2017. Jane Depo. at 3:4-10.	Jane testified later that although she initially stated that she mailed the contract in June 2017, she misspoke and clarified that she had actually mailed the contract in May 2017.

19  
 20 Statements of Uncontroverted Facts and Genuine Disputes shall also be in Excel, have all  
 21 restrictions removed so the spreadsheets can be edited, and be emailed to the Court’s chambers email  
 22 address at MEMF\_Chambers@cacd.uscourts.gov.

23 2. Non-Moving Party’s Statement of Uncontroverted Facts and Genuine  
 24 Disputes

25 The non-moving party may submit additional material facts that bear on or relate to the  
 26 issues raised by the moving party, which shall be set forth in a separate joint statement of  
 27 uncontroverted facts and follow the format described above for the moving party’s separate  
 28

1 statement. These additional facts shall continue in sequentially numbered paragraphs with the  
2 evidence that supports each statement set forth in the right column.

3 With its Reply, the moving party shall identify whether the allegedly undisputed fact  
4 presented by the non-moving party is disputed or undisputed by the moving party. The statement  
5 shall include additional information regarding the basis for any dispute. If the fact is undisputed, no  
6 further response is required. Parties are required to also submit any Statements of Uncontroverted  
7 Facts and Genuine Disputes in Excel, have all restrictions removed so the spreadsheets can be  
8 edited, and be emailed to the Court’s chambers email address at  
9 MEMF\_Chambers@cacd.uscourts.gov.

10 3. Conclusions of Law

11 Each Statement of Uncontroverted Facts and Genuine Disputes shall be followed by a  
12 “Conclusions of Law” section, consisting of a chart with two columns. The party presenting each set  
13 of allegedly uncontroverted facts shall set forth each conclusion of law, followed by the number of  
14 each relevant fact, as follows:

15

<u>Conclusions of Law</u>	<u>Relevant Facts</u>
Plaintiff’s claim for ____ is barred by the applicable statute of limitations.	Facts 1, 3, 4
Plaintiff cannot prove ____.	Facts 5, 7, 9

19

20 4. Supporting Evidence

21 The joint brief shall be accompanied by one separate, tabbed appendix of declarations and  
22 written evidence (including documents, photographs, deposition excerpts, etc.). See Local Rule 7-6.  
23 The joint brief and its supporting materials shall be submitted as one CM/ECF filing, with each  
24 declaration or item of evidence submitted as a separate attachment to the CM/ECF filing. The  
25 evidentiary appendix shall include a table of contents. No party shall submit evidence other than the  
26 specific items of evidence or testimony necessary to support or controvert a proposed statement of  
27 undisputed fact. For example, entire deposition transcripts, entire sets of interrogatory responses, and  
28

1 documents that do not specifically support or controvert material in the separate statement shall not  
2 be submitted in support of or in opposition to a motion for summary judgment.

3 Evidence submitted in support of or in opposition to a motion for summary judgment should  
4 be submitted either by way of stipulation or as exhibits to declarations sufficient to authenticate the  
5 proffered evidence and should not be attached to the memorandum of points and authorities.  
6 Documentary evidence for which there is no stipulation regarding foundation must be accompanied  
7 by the testimony, either by declaration or properly authenticated deposition transcript, of a witness  
8 who can establish authenticity.

### 9 5. Objections to Evidence

10 If a party disputes a fact based in whole or in part on an evidentiary objection, the ground for  
11 the objection should be stated succinctly in a separate statement of evidentiary objections in a two-  
12 column format. The left column should identify the items objected to (including page and line  
13 number if applicable) and the right column should set forth a concise objection (*e.g.*, hearsay, lack of  
14 foundation, etc.) with a citation to the Federal Rules of Evidence or, where applicable, a case  
15 citation. A proposed order shall be filed and attached to the evidentiary objections as a separate  
16 Word document consistent with Local Rule 52-4.1 and emailed directly to the Court's chambers  
17 email address at MEMF\_Chambers@cacd.uscourts.gov.

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

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

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

4 **G. Under Seal Filings:** The Court requires strict compliance with Local Rule 79-5,  
5 which governs applications to file documents under seal. Local Rule 79-5.2.2 explains how to apply  
6 to file under seal and how to proceed if leave is granted.

7 There is a strong presumption of access in civil actions. *Foltz v. State Farm Mut. Auto. Ins.*  
8 *Co.*, 331 F.3d 1122, 1135 (9th Cir. 2003). Parties that submit frivolous motions to seal or overly  
9 broad motions will be subject to sanction.

10 When submitting a motion to seal, the filing party must state whether the compelling reasons  
11 or good cause standard applies and explain why. *See Center for Auto Safety v. Chrysler Group, LLC*,  
12 809 F.3d 1092, 1099 (9th Cir. 2016). The party must identify and discuss the factual and/or legal  
13 justification that establishes “good cause” or “compelling reasons” for the information to be  
14 protected.

15 The filing party must make a specific showing explaining why each document that it seeks to  
16 seal may justifiably be sealed and why the proposed redactions are as narrowly tailored as possible,  
17 rather than making a blanket statement about the grounds for sealing. Generic and vague references  
18 to “competitive harm” are almost always insufficient justification for sealing. If a party files a  
19 request to seal that is significantly overbroad and/or does not provide adequate reasons for  
20 concealing information from the public, the party bears the risk that the Court will simply deny the  
21 request in its entirety and place all documents sought to be sealed on the public docket.

22 Documents that are not confidential or privileged in their entirety should not be filed under  
23 seal if the confidential portions can be redacted and filed separately with a reasonable amount of  
24 effort. The parties should file a complete version of the documents under seal and a redacted version  
25 for public viewing, omitting only the portions that the Court has authorized to be filed under seal.

26 Sealing must be justified for each individual item—blanket claims of confidentiality will  
27 result in the application to seal being denied. Counsel must consider carefully whether sealing or  
28 redaction is absolutely required for a given piece of evidence or argument. An application to seal

1 that includes meritless requests to seal or redact documents will be denied. The parties also must  
2 meet and confer before filing an application to seal.

3 An application to seal that includes meritless requests to seal or redact documents will be  
4 denied. If a party files an application to seal that includes meritless requests to seal or redact  
5 documents, the party bears the risk that the Court will simply deny the request in its entirety and  
6 place all documents sought to be sealed on the public docket. The parties also must meet and confer  
7 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  
10 and electronically lodge a proposed order setting forth the relief or action sought and a brief  
11 statement of the rationale for the decision with appropriate citations. In addition, a copy of the  
12 proposed order in 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.<sup>2</sup> The parties must  
15 use this template. Failure to submit a proposed order in Word format may result in the Court striking  
16 the 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  
19 discourages the parties from sending chambers courtesy copies, with the exception of documents  
20 related to motions for summary judgment (*see supra* Section VIII.E). Parties are required to submit  
21 any Statements of Uncontroverted Facts and Genuine Disputes in Excel, have all restrictions  
22 removed so the spreadsheets can be edited, and be emailed to the Court's chambers email address at  
23 MEMF\_Chambers@cacd.uscourts.gov.

24 Excel files prepared in support of motions for attorneys' fees (*see supra* Section VIII.F) and  
25 proposed orders in Word format (*see supra* Section IX) should be submitted to the Court's chambers  
26 email address at MEMF\_Chambers@cacd.uscourts.gov.

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

1 **XI. Ex Parte Applications**

2 Counsel are reminded that ex parte applications are solely for extraordinary relief.  
3 Applications that do not meet the requirements set forth in Local Rule 7-19 will not be considered.  
4 Sanctions may be imposed for misuse of ex parte applications. The Court considers ex parte  
5 applications on the papers and usually does not set these matters for hearing.

6 **XII. Continuances**

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

15 **XIII. Electronic Filings**

16 Counsel shall e-file all civil and criminal filings pursuant to Federal Rules of Civil Procedure  
17 5(d)(3) and Local Rule 5-4 as follows:

- 18 • All non-signature items shall be **e-filed** in **PDF** format. All proposed signature items shall be  
19 **e-filed** as an attachment to the main document in **PDF format**.
- 20 • All proposed signature items shall be **emailed** to the courtroom deputy email address at  
21 MEMF\_Chambers@cacd.uscourts.gov in **Word** format. **Only proposed order signature**  
22 **items should be emailed to the chambers' email address.** Do not email other associated  
23 documents and do not use this email address for communication with the Court or the Clerk.  
24

25 **Note for Parties Who Do Not Have an Attorney:** Pro se litigants—that is, parties who are  
26 not represented by an attorney—may submit documents for filing through the Court's Electronic  
27 Document Submission System ("EDSS") instead of mailing or bringing documents to the Clerk's  
28 Office. Only internet access and an email address are required. Documents are submitted in PDF

1 format through an online portal on the Court’s website. To access EDSS and for additional  
2 information, visit the Court’s website at <https://apps.cacd.uscourts.gov/edss>.

3 **XIV. Communications with Chambers**

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

13 **XV. Courtroom Decorum**

14 The Court expects everyone in her courtroom to treat each other with dignity and respect.  
15 Therefore, at a minimum, she expects the following from all<sup>3</sup>:

- 16 • Being punctual and prepared for all court appearances.
- 17 • Speaking and writing civilly and respectfully in all communications involving the Court.

18 This includes:

- 19 ○ Referring to and addressing witnesses, counsel, parties, and court personnel by their  
20 surnames, pronouns, and honorifics, unless leave to do otherwise is granted.
- 21 ○ Refraining from interrupting any other person in the courtroom when someone else is  
22 speaking. The same courtesy will be returned for every person.
- 23 ○ Refraining from making gestures, facial expressions, or audible comments as  
24 manifestations of approval or disapproval of testimony or argument.

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27 <sup>3</sup> 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>.



- Being considerate of the time constraints and pressures on the Court and court staff inherent in their efforts to administer justice.
- 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:

- Information on the Federal Pro Se Clinic in Los Angeles, which offers on-site information and guidance to individuals who are representing themselves, can be found at <https://prose.cacd.uscourts.gov/los-angeles>. The clinic is open by appointment only on Mondays, Wednesdays, and Fridays from 9:30 a.m. to 12:00 p.m. and from 2:00 p.m. to 4:00 p.m. Appointments can be made via the website or by telephone at (213) 385-2977.
- 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.

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1 **XVIII. Notice of This Order**

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

5  
6 IT IS SO ORDERED.

7  
8  
9 Dated: November \_\_, 2022

10 \_\_\_\_\_  
11 MAAME EWUSI-MENSAH FRIMPONG

12 United States District Judge  
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