

**GENERAL ORDER NO. 54**

**SUBMISSION OF SENTENCING MATERIALS**

**TO THE UNITED STATES SENTENCING COMMISSION**

This General Order of the Northern District of California is intended to constitute compliance with Section 994(w)(1) of Title 28 as amended effective May 1, 2003.

The United States Probation Department of this District shall submit to the United States Sentencing Commission (“Sentencing Commission” or “Commission”) within 30 days of the entry of judgment in every criminal case the following materials:

- A) the judgment and commitment order;
- B) the statement of reasons for the sentence imposed (which shall include the reason for any departure from the otherwise applicable guideline range);
- C) all plea agreements including agreements filed under seal which shall be accompanied by the court order sealing the agreement;
- D) all indictments, superseding indictments, informations and superseding informations filed in the action from the inception of the action; and
- E) the presentence report which shall be accompanied by the court’s sealing order.

It is the practice in this District that the presentence reports include the offense or offenses upon which the sentence is imposed, the age, race, and sex of the offender and all information regarding factors made relevant by the guidelines. The reports shall continue to include this information.

The court finds that the above materials contain all of the information required by Section 994(w)(1) sufficient to constitute the written report until such time as the Commission instructs otherwise.

Any sealed materials required to be submitted to the Commission shall be accompanied by the issuing court's sealing order.

This order is intended to meet the continuing requirement that the Chief Judge of this District ensure compliance with Section 994(w)(1) of Title 28 as amended effective May 1, 2003, until further instruction by the Sentencing Commission.

ADOPTED: May 20, 2003

FOR THE COURT

/S/ Marilyn Hall Patel  
Marilyn Hall Patel  
Chief Judge