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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

CIVIL CASE STANDING ORDER RE:
SELF-REPRESENTED LITIGANTS

Magistrate Judge Nat Cousins
Effective April 14, 2020

In response to the COVID-19 pandemic, the San Jose Federal Courthouse is no longer accepting mail or in-person filings. *See* General Order 73.¹ Accordingly, the Court issues the following standing order for self-represented litigants with a pending case before the undersigned judge.

The Court strongly encourages all litigants to consider filing a “Motion for Permission for Electronic Case Filing” if they can meet the requirements for e-filing and have regular access to the technical requirements necessary to e-file successfully. The Court’s Legal Help Center has a template that may aid you in drafting your motion at <https://www.cand.uscourts.gov/pro-se-litigants/legal-help-center-templates-packets/>. If your motion is granted, you may then file documents and other case-related correspondence through the Court’s Electronic Case Filing (“ECF”) system. Information regarding the ECF system case be found at <https://www.cand.uscourts.gov/cases-e-filing/cm-ecf/>.

If you have not been granted access to ECF or are otherwise unable to file documents electronically, you should file documents by mail in San Francisco at:

¹ The full text of the order can be found at: https://www.cand.uscourts.gov/wp-content/uploads/general-orders/GO_73_amended_4-2-2020.pdf.

1 United States District Court
2 450 Golden Gate Avenue, Box 36060
3 San Francisco, CA 94102-3489

4 Alternatively, you may file documents in-person in the drop box located in the lobby of the
5 San Francisco Courthouse's Turk Street entrance. Filings must be received by the Court
6 (not just postmarked) on the date they are due. If you file your documents by mail or in-
7 person through the drop box, the Court requests that you email a courtesy copy of your
8 filing to the Court at ncpo@cand.uscourts.gov on the date your filing is due. Emailing a
9 courtesy copy to the Court is *not* a substitute for filing your documents at the San
10 Francisco Courthouse.

11 All hearings and conferences are conducted telephonically unless the Court orders
12 otherwise. At least one week before any hearing, you must provide your direct dial
13 information to Lili_Harrell@cand.uscourts.gov. You can find the Court's weekly calendar
14 at <https://www.cand.uscourts.gov/judges/cousins-nathanael-nc/> to find the date and time
15 for your hearing. At the scheduled time, call (888) 684-8852, passcode 1557087, to join
16 the hearing unless otherwise ordered by the Court.

17 The Court's Federal Pro Se Program provides free information and limited-scope
18 legal advice to self-represented litigants in federal civil cases. Information regarding the
19 Program can be found at [https://www.cand.uscourts.gov/pro-se-litigants/the-federal-pro-](https://www.cand.uscourts.gov/pro-se-litigants/the-federal-pro-se-program-at-the-san-jose-courthouse/)
20 [se-program-at-the-san-jose-courthouse/](https://www.cand.uscourts.gov/pro-se-litigants/the-federal-pro-se-program-at-the-san-jose-courthouse/). While the Program currently does not hold in-
21 person appointments, it continues to assist self-represented litigants through telephone
22 appointments, Monday to Thursday, 9:00 am–4:00 pm. Appointments may be scheduled
23 by calling (408) 297-1480.

24 **IT IS SO ORDERED.**

25
26 Dated: April 14, 2020

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28 NATHANAEL M. COUSINS
United States Magistrate Judge