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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

**STANDING ORDER FOR CRIMINAL CASES BEFORE
DISTRICT JUDGE HAYWOOD S. GILLIAM, JR.**

CONFORMITY TO RULES

1. Parties and counsel shall follow the Federal Rules of Criminal Procedure, the Criminal Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court’s standing orders.

COMMUNICATION WITH THE COURT

2. Counsel shall not attempt to contact Judge Gilliam or his chambers staff by telephone, email, or any other *ex parte* means, but may contact his Courtroom Deputy, Nikki Riley, at (510) 637-3543 regarding scheduling or other appropriate matters.

SCHEDULING

3. All hearings and appearances will be held in Courtroom 2 on the 4th Floor of the United States Courthouse, 1301 Clay Street, Oakland, California.

4. The criminal law and motion calendar, as well as pretrial conferences, are generally conducted on Mondays at 2:00 p.m., at the Oakland Courthouse.

5. Trials are generally conducted from 8:30 a.m. until 1:30 p.m., Monday through Friday, at the Oakland Courthouse. Please refer to this Court’s Criminal Pretrial and Trial Standing Order for information regarding criminal trials.

CHANGE OF PLEA

6. If a plea is being entered pursuant to a plea agreement, counsel for the government shall deliver a copy of the plea agreement to chambers on the 4th Floor in Oakland by 2:00 p.m. the Friday before the plea is to be entered. If there is to be an open plea, counsel for the defendant shall notify the Court by 2:00 pm the Friday before the open plea is to be entered.

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MOTIONS

7. Motions must be noticed for a hearing in accordance with Criminal Local Rule 47-1. Counsel need not reserve a hearing date in advance. However, before selecting a hearing date, counsel must consult Judge Gilliam’s scheduling notes to determine which dates are available. Motions may be reset as the Court’s calendar requires. All motions shall comply with Criminal Local Rule 47-2. Please refer to this Court’s Criminal Pretrial and Trial Standing Order for information regarding motions in limine.

COURTESY COPIES

8. Counsel shall submit two courtesy copies of all filings totaling 10 pages or more with the Court in Oakland. All courtesy copies must be double-sided, three-hole punched at the left margin, and marked with the ECF stamp (case number, document number, date, and page number) on the top of each page. These printed copies shall be marked “Chambers Copy – Do Not File” and shall be in an envelope clearly labeled with Judge Gilliam’s name and the case number. Exhibits to motions or declarations shall be side-tabbed and numbered or lettered. If the documents filed exceed 50 pages including exhibits, the filing party shall submit courtesy copies in three-ring binders.

IT IS SO ORDERED.

Dated: October 23, 2017



HAYWOOD S. GILLIAM, JR.
United States District Judge