

**Judge Phyllis J. Hamilton**  
Courtroom 3, 3rd Floor

Kelly Collins, Courtroom Deputy  
(510) 637-1296

### **STANDING ORDER RE REMOVED CASES**

The following instructions shall apply to all removed cases assigned to Judge Phyllis Hamilton.

Upon removal of this action, the removing defendant or defendants shall, within ten (10) days of the date of removal, file and serve a submission providing the following information:

1. Whether all defendants served at the time of removal joined in the notice of removal.
2. Whether the notice of removal was dated more than thirty (30) days after the first defendant was served.
3. If the action has been removed on the grounds of diversity jurisdiction, whether any defendant served at the time of removal is a citizen of California.
4. If the action has been removed on the grounds of diversity jurisdiction, the citizenship of all named plaintiffs and all named defendants (including the citizenship of all members or partners in any non-corporate party).

If plaintiff wishes to respond to defendant's submission, such response, if any, shall be filed and served within ten (10) days of defendant's submission. Any motion to remand the action to state court based on any defect other than lack of subject matter jurisdiction shall be filed within thirty (30) days after removal. See 28 U.S.C. § 1447(c).