

**UNITED STATES DISTRICT COURT FOR THE  
NORTHERN DISTRICT OF CALIFORNIA**

**STANDING ORDER FOR ALL CIVIL CASES BEFORE  
DISTRICT JUDGE JON S. TIGAR**

**A. Conformity with Rules**

The parties shall follow the Federal Rules of Civil Procedure, the Civil Local Rules, and the General Orders of the Northern District of California, except as superseded by this Court's standing orders.

**B. Service of this Order Is Required**

Within five days of the filing of the complaint or the addition of a new party, the plaintiff shall serve on all parties a copy of this Order and the Standing Order for All Judges of the Northern District of California: Contents of Joint Case Management Statement.

**C. Court Schedule**

Judge Tigar hears civil motions on Thursdays at 2:00 p.m., in Courtroom 6, 2nd Floor, United States District Court, 1301 Clay Street, Oakland, California. Motions must be noticed for a hearing in accordance with Civil Local Rule 7-2(a). Parties must consult Judge Tigar's weekly calendar, available at <https://www.cand.uscourts.gov/jst>, to determine which dates are available. They need not reserve a hearing date in advance. The Court may reset noticed hearing dates as its calendar requires.

The Court may find a matter suitable for disposition without oral argument and vacate the hearing on the matter.

Case management conferences are held on Tuesdays at 2:00 p.m.

Trials commence on Mondays at 8:00 a.m. for jury trials and Mondays at 8:30 a.m. for bench trials. Both jury and bench trials proceed Mondays through Thursdays. Pretrial conferences are held on Fridays at 2:00 p.m.

Scheduling questions may be addressed to Courtroom Deputy Mauriona Lee at (510) 637-3547 or [jstcrd@cand.uscourts.gov](mailto:jstcrd@cand.uscourts.gov).

All filing deadlines are at 5:00 p.m. unless otherwise ordered.

**D. Invitation to Self-Identify Pronouns and Honorifics**

Litigants and lawyers may indicate their pronouns (e.g., she/her, he/him, they/their) and honorifics (e.g., Mr., Ms., Mx., Dr.) by filing a letter, adding the information in the name block or signature line of the pleadings, or verbally informing the Court when making an appearance.

**E. Joint Case Management Statement and Initial Case Management Conference**

Parties are required to file a joint case management statement not less than seven calendar days before a scheduled case management conference, unless the Court sets a different deadline.

Unless otherwise ordered, the parties' statement must comply with the terms of the Standing Order for All Judges of the Northern District of California: Contents of Joint Case Management Statement. Parties shall not incorporate prior case management statements by reference. Parties must also review in detail the Northern District's electronically stored information ("ESI") guidelines and checklist for Rule 26(f) conferences, which are available at <https://cand.uscourts.gov/eDiscoveryGuidelines>. The Court discourages deviation from the ESI guidelines absent good cause. Failure to meet and confer regarding the required topics prior to the initial case management conference, including alternative dispute resolution and ESI, may, in the reasonable exercise of the Court's discretion, result in sanctions or disciplinary action.

**F. Requests for Telephonic Appearance**

Request to appear by telephone are generally unnecessary because Judge Tigar currently conducts case management conferences and law and motion hearings by video.

When such a request is necessary, parties seeking to appear telephonically must file a stipulation and proposed order, or an administrative motion and proposed order if a stipulation is not possible, at least seven calendar days prior to the scheduled appearance. Absent extraordinary circumstances and a showing of good cause, late requests will be denied.

If a case management statement is required, parties may not file a request to appear telephonically at a case management conference until after the case management statement has been filed.

If a request to appear telephonically is granted, the Court will provide instructions on how to appear. Where feasible, parties shall make telephonic appearances using a land line, rather than a mobile phone.

**G. Motions for Summary Judgment**

Absent good cause, the Court will consider only one motion for summary judgment per party. Any party wishing to exceed this limit must request leave of court and must show good cause. Motions for summary judgment shall comply with Civil Local Rule 7 in all respects.

Unless otherwise ordered, the parties must meet and confer to determine if they will file cross-motions for summary judgment. If so, only four briefs will be allowed: (1) opening brief by the plaintiff side; (2) opening/opposition brief by the defense side; (3) opposition/reply brief by the plaintiff side; and (4) reply brief by the defense side. The parties may agree to reverse the order, and have the defense file its opening brief first, without order of the Court. The first two briefs are limited to twenty-five pages; the third brief is limited to twenty pages; and the fourth brief is limited to fifteen pages. Before the first brief is filed, the parties shall submit a stipulation and proposed order setting a briefing schedule for the cross-motions. The fourth brief must be filed at least twenty-one days before the hearing date.

## **H. Stipulated Protective Orders and Orders Re: Discovery of ESI**

Parties who seek a protective order or order re: discovery of ESI shall, where practicable, use one of the model stipulated orders available at <https://cand.uscourts.gov/model-protective-orders> or <https://cand.uscourts.gov/eDiscoveryGuidelines>. Parties shall file one of the following with any proposed protective order or order re: discovery of ESI: (a) a declaration stating that the proposed order is identical to one of the model orders except for the addition of case-identifying information or the elimination of language denoted as optional; (b) a declaration explaining each modification to the model order, along with a redline version comparing the proposed order with the model order; or (c) a declaration explaining why use of one of the model orders is not practicable. Proposed orders that are not accompanied by one of the required declarations will be denied without prejudice.

## **I. Footnotes and Citations**

Footnotes are often unnecessary and must be employed sparingly. When used, they shall appear in no less than 12-point type. Excessive footnotes will be disregarded.

The Court prefers Westlaw citations for unpublished opinions that are not included in the Federal Appendix.

## **J. Courtesy Copies and Proposed Orders**

The Court requires courtesy copies of motions and related briefing, including attachments, exhibits, declarations, and other accompanying material. The Court discourages the service of courtesy copies of any other documents, except when specifically requested by the Court.

Courtesy copies shall be double-sided and three-hole-punched at the left margin. Courtesy copies of e-filed documents must bear the ECF stamp (case number, document number, date, and page number) on the top of each page. Side tabs, rather than bottom tabs, should be used to separate exhibits.

The quality, condition, and labeling of binders, when used, should be such that the Court can easily identify, review, and transport the binders' contents. Whenever possible, the spine of a binder should not exceed three inches in width, even if that limitation results in the use of more than one binder.

All courtesy copies or hard copies of documents must be lodged with the Clerk's office in Oakland.

Electronic copies of proposed orders must be sent in Word format to [jstpo@cand.uscourts.gov](mailto:jstpo@cand.uscourts.gov).

## **K. Discovery Matters**

A party may not file a motion regarding a discovery dispute without leave of court. If a discovery dispute arises, the parties shall meet and confer in good faith to attempt to resolve the dispute. If the parties are unable to reach a resolution through this process, they shall file a joint letter brief of five pages or less that describes each disputed issue. The joint letter brief must be

filed electronically in the Civil Events category of Motions and Related Filings > Motions – General > Discovery Letter Brief. After the letter brief is submitted, the Court will advise the parties as to how it intends to proceed, which may include referral of discovery disputes to a magistrate judge.

Dated: May 18, 2021



JON S. TIGAR  
United States District Judge