



# SENIOR UNITED STATES DISTRICT JUDGE HON. WILLIAM B. SHUBB (WBS)



United States District Court - Eastern District of California  
501 I Street, Suite 4-200, Courtroom 5, 14th Floor  
Sacramento, California 95814

## **Courtroom Deputy, Karen Kirksey Smith**

**Office:** (916) 930-4234

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**FOR INFORMATION REGARDING THE CORONAVIRUS DISEASE (COVID-19), COURT OPERATIONS AND COURT GENERAL ORDERS (visit this link):** <http://www.caed.uscourts.gov/caednew/>

Pursuant to General Order 631, **effective June 14, 2021**, all courthouses of the United States District Court for the Eastern District of California remain open to the public.

**Criminal Calendars:** Criminal matters now set before the Honorable William B. Shubb will be conducted **via Zoom video conference** (this excludes matters set for trial and/or evidentiary hearing), **unless otherwise ordered**. Once it has been determined that a particular criminal matter will remain on calendar for the next upcoming Monday criminal calendar, counsel will be notified by the courtroom deputy of the Zoom login information.

**Civil Calendars:** Civil matters now set before the Honorable William B. Shubb will continue to be held **via Zoom video conference** (this excludes matters set for trial and/or evidentiary hearing), **unless otherwise ordered**. Once the Court has made the determination that a civil matter will not be taken under submission or the hearing date vacated, counsel will be notified by the courtroom deputy of the Zoom login information.

All parties shall refer to **General Order 634** for safety measures required upon entering the courthouse and courtroom, specifically that face coverings must be worn in all public spaces including common areas, hallways, stairways, elevators, restrooms, and parking facilities.

General Orders may be found on the court's website at:  
<http://www.caed.uscourts.gov/caednew/index.cfm/rules/general-orders>.

**TAKE CARE AND STAY HEALTHY!**

# IMPORTANT NOTICES:

## NOTICE REGARDING SUBMISSION OF REQUIRED CORPORATE DISCLOSURES, NOTICE OF INTERESTED PARTIES, CERTIFICATE OF INTERESTED PARTIES:

All parties in a civil action shall adhere to Judge Shubb's order setting the Initial Scheduling Conference, which REQUIRES that a nongovernmental corporate party has the obligation to file a corporate disclosure statement WITH ANY FIRST APPEARANCE, pleading, petition, motion, response or other requests addressed to the court, pursuant to Federal Rule of Civil Procedure 7.1. Failure to comply with this requirement may result in sanctions being ordered against any nongovernmental corporate party that did not submit its corporate disclosures.

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All parties are required to adhere to the following information noted below for civil and criminal cases assigned to Judge Shubb. If you are seeking information relating to a particular case, Local Rules, filing procedures, juror details, directions to the courthouse, or general information, such information may also be obtained by accessing our internet website address at www.caed.uscourts.gov. Any inquiries related to the status of signed stipulations and orders can be found by accessing the court docket. If you have any other inquiries that cannot be answered by any one of these resources, you may contact the Courtroom Deputy at the telephone number or email address listed above.

1. Counsel shall contact the courtroom deputy prior to submitting any requests for continuance of any hearing date(s).
2. Counsel are required to email any required "pdf" documents and All Proposed Orders, Pretrial Statements, Exhibit List, Witness List, Proposed Jury Instructions, Proposed Voir Dire, Proposed Findings of Fact and Conclusions of Law and Proposed Verdict Form in Microsoft Word (only) to: **WBSorders@caed.uscourts.gov**
3. E-mail Address for Previously-Approved Sealed Documents: ApprovedSealed@caed.uscourts.gov
4. Counsel are required to refer to Local Rule 141 Re Sealed Document Procedures
5. Font Preference for Judge Shubb: Courier 12; However, the parties may also use Times New Roman 12 as well.

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### **Weekly Court Calendar Schedules:**

- **\*Criminal Law & Motion: Mondays @ 9:00 a.m.**
- **\*Civil Law & Motion: Every Other Monday @ 1:30 p.m.** (See Page 3)
- **Pretrial/Scheduling Conferences: Every Other Monday @ 1:30 p.m.** (non-law and motion days)
- **Trials Hours: Normally Tuesday - Friday, 9:00 a.m. to 4:30 p.m. (unless otherwise ordered by the Court; See Trial Section IV below)**
- **\*Note:** If Monday is a holiday, then the matter will be scheduled for Tuesday of that same week

**Any requests for continuance of any hearing date must first be cleared through the courtroom deputy.**

I. **CIVIL LAW AND MOTION:**

Held every other Monday at **1:30 p.m.**, in Courtroom 5, 14th Floor. If Monday is a holiday, then the motion shall be heard on Tuesday at **1:30 p.m.**, unless otherwise notified by the Court. Counsel are required to personally appear at all motion hearings, unless otherwise notified by the Court, **OR** unless a **timely** request to appear by telephone has been granted by the Court.

**PLEASE NOTE:**

- **Judge Shubb Does Not Issue Tentative Rulings**
- **Motions for Summary Judgment, Summary Adjudication, Judgment on the Pleadings or Partial Summary Judgment, Preliminary or Permanent Injunction:** Counsel shall confer with the courtroom deputy prior to filing these types of motions (once counsel is ready to file the motion) in order to obtain an available hearing date. Additionally, counsel shall refer to Local Rule 260 and F.R.Civ.P. 56
- **Motions for Leave to Withdraw as Counsel of Record:** Counsel shall refer to **Local Rule 182(d)**. The client is required to be present at the hearing, and counsel shall also file a declaration stating the efforts made to notify the client of the motion to withdraw, and their required attendance.
- **Motions in Limine:** The timing for filing of said motions are discussed during the Pretrial Conference, after which time Judge Shubb will issue an order notifying counsel when motions in limine are to be filed.
- **Motion Dates** Are Subject To Change Without Notice so counsel should always check Judge Shubb's available motion dates prior to filing any motion
- **Motion Dates Are Not Reserved.** Simply file your papers in accordance with the Local Rule (see L.R. 230) and Federal Rules.

**SELECT FROM THE NEXT AVAILABLE CIVIL LAW AND MOTION DATES:**

November 29, December 13, 2021, and January 10 and 24, 2022 at **1:30 p.m.**

**Case Citations:** When including case citations, please note that Judge Shubb prefers "The Blue Book" format. The judge also prefers Westlaw citations for unpublished cases.

**Courtesy Copies of All Motion-Related Pleadings:**

Hard courtesy copies of all motion pleadings over 25 pages are required, and should be mailed to Judge Shubb's chambers at the address listed above. Copies of large quantity documents (i.e. 100's or 1000's of pages of exhibits, deposition transcripts, audio/ video clips) can now be uploaded to the court's "Box" application (or they can be mailed to the courthouse at the address listed above once first copies to a flashdrive, CD or DVD). If counsel choose to upload documents to the court's "Box" app, counsel shall **first** contact the courtroom deputy at the email or phone number listed above. [Counsel and parties shall adhere to the requirements of other judges of this court regarding their courtesy copy procedures.] Any documents uploaded to the "Box" app require the e-filing of a "Notice of Lodging With the Court" of said documents indicating that they were uploaded to the "Box" app for Judge Shubb's Chambers. (See page 4 below for further information regarding the "Box" app.)

**E-Mailing of Proposed Orders:** As required by the rules, counsel shall submit via email to [WBSorders@caed.uscourts.gov](mailto:WBSorders@caed.uscourts.gov) the proposed order accompanying any application, request, stipulation or motion in Microsoft Word format. Pursuant to Local Rule 131(c), the document should include the attorneys' electronic signature(s) (i.e. /s/ First/Last name), as well as the date the document was signed.

**Motions to Tax Costs (Bills of Costs):** Motions to tax costs are taken under submission by the court upon initial filing; no hearing date is set, unless otherwise ordered by the court. All briefs and responses shall be submitted in accordance with Local Rule 292 and the Federal Rules.

**Discovery matters (including motions and stipulated protective orders):** All discovery matters and other duties to be performed by the Magistrate Judge pursuant to **Local Rule 302** shall be noticed before the assigned Magistrate Judge, unless otherwise ordered by the Court.

**Page Limitations:** Judge Shubb currently has no set page limitations, other than what is specified in the Court's Local Rules, or found on the Court's website at: [www.caed.uscourts.gov](http://www.caed.uscourts.gov), or as noted in the Federal Rules.

**Notice of Lodging of an Administrative Record OR Large Quantity Exhibits to Motion Pleadings and Deposition Transcripts (i.e. 100's or 1,000's of pages) (\*See information regarding the "Box" App below):**

Pursuant to Local Rule 138(b), parties shall, if possible, lodge with the court in electronic format (i.e. a CD or flashdrive (preferred)) the Administrative Record or any other large quantity exhibits. Due to the lodging of the Administrative Record or exhibits, no electronic filing is required, unless counsel choose to do so. Judge Shubb does not require a party to submit the "mandatory hard courtesy copy" of the Administrative Record in paper format as noted by this Local Rule, and thereby waives that requirement, unless otherwise ordered by the Court. However, counsel are required to submit to the court a hard courtesy copy of all other large quantity exhibits to motion pleadings along with the lodged electronic format (i.e. CD or flashdrive). [The parties may also use the **"Box" app** in lieu of providing the Court with a flashdrive or CD (see paragraph below).] In addition, the parties shall e-file a "Notice of Lodging" of the Administrative Record or other large quantity exhibits indicating the type of electronic format that has been lodged with the court, a description of its contents (i.e. files, folders, etc.), along with an index. The Administrative Record or large quantity exhibits will be maintained by the court in paper format and returned to the submitting attorney at the conclusion of the action or further proceedings as appropriate.

**The court now utilizes the "Box" app** which allows parties to upload large quantity documents (i.e. exhibits, deposition transcripts, videos, Administrative Records, etc.) directly to Judge Shubb's chambers through the use of a link. [\***Note:** Courtesy copies of all motion pleadings are still required to be sent to Judge Shubb's Chambers. Use of the Box App is mainly for exhibits, audio, videos, deposition transcripts, etc.] Large quantity documents can also be mailed to the courthouse at the address listed above in the form of a flashdrive, DVD or CD as noted in the paragraph above. If counsel choose to upload documents to the court's "Box" app, counsel shall contact the courtroom deputy at the email or phone number listed above. (Please contact the courtroom deputy if you have any questions prior to submitting any large quantity documents.) Any documents uploaded to the "Box" app require the e-filing of a "Notice of Lodging With the Court" of said documents indicating that they were uploaded to the "Box" app for Judge Shubb's Chambers. **Once a "Notice of Lodging" has been e-filed, counsel shall email the clerk to inform her of the notice and to request an upload link to the "Box" app so that document(s), video/audio clip, etc. can be uploaded.**

### **Designation and Submission of Deposition Transcripts:**

Counsel shall adhere to Local Rule 133(j). Excerpts of deposition transcripts may be e-filed with the court in support of motion pleadings. Judge Shubb also requires that counsel submit the **entire** certified deposition transcript to his chambers as instructed in Local Rule 133(j). \*See information in previous paragraph regarding use of the **"Box" app** for the electronic submission of deposition transcripts.

**Settlement Conferences:** Counsel shall refer to Local Rule 270. If counsel desire to request a date for the settlement conference to be held prior to the date of the pretrial conference, counsel are required to first contact the courtroom deputy for further instruction.

### **Telephonic/Zoom Video Conference Appearances (in Civil cases):**

Due to the COVID-19 outbreak and the court's current telework policies, Judge Shubb will determine whether or not matters will be held via telephone/Zoom video conference or taken off calendar and under submission on a case-by-case basis. **Once the court has made that determination, counsel will be notified by the clerk accordingly (either via email or by a Notice of Electronic Filing through CM/ECF)**. [No request for telephonic/video conference appearance is required at this time in civil cases.]

### **Appearances at Civil Scheduling Conferences):**

Changes to Fed. R. Civ. P. 16 specifically encourage the court to hold in-person status conferences with the parties' attorneys, rather than consulting by phone, mail, or other means. Therefore, pursuant to Judge Shubb's revised Standing Order, the parties shall include a statement in their Joint Status Report advising whether they prefer to appear at a scheduling conference or are satisfied to have the court issue a Status (Pretrial Scheduling) Order based on their Joint Status Report. In appropriate cases, and after receiving the parties' Joint Status Report, the court may issue a Status (Pretrial Scheduling) Order without requiring a status conference. HOWEVER, if the parties do not receive notification from the Court that the matter has been taken off calendar, vacated or continued, **OR** have not received the Court's Status (Pretrial Scheduling) Order sometime during the week prior to the date set for the scheduling conference, then counsel **are required to appear**.

### **Requests to Modify (Continue) Dates or Terms of Scheduling Order: (in civil cases):**

(\*\*Counsel shall contact the courtroom deputy for proposed dates prior to submitting requests for continuances of pretrial and trial dates.)

Any request to modify the dates or terms of the Scheduling Order, except requests to change the date of the trial, may be heard and decided by the assigned Magistrate Judge. All requests to change the trial date must be submitted to and decided by Judge Shubb. Prior to submitting any requests for continuance, counsel shall make sure that the dates sought to be continued (i.e. discovery deadlines, motion cut-off, expert reports, etc.) do not interfere or go beyond the pretrial conference and/or trial dates, unless those dates (pretrial conference and trial dates) are also included in the request for continuance. Counsel should try to conform to the format set out by the Court in the Scheduling Order, and try to parallel such schedule in the request for continuance.

### **Ex Parte Applications/TRO's (in civil cases):**

Ex Parte Applications are not heard, but are submitted by the court unless otherwise notified. The filer is required to confer the courtroom deputy and inform the opposing party prior to the filing of the ex parte application in order to advise that such request is being made. In addition, the document(s) must indicate whether or not an



opposition will be filed. The filer shall include an affidavit indicating a satisfactory explanation for the following: 1) the need for the issuance of such an order; 2) the failure of the filer to obtain a stipulation for the issuance of such an order from other counsel or parties in the action, 3) why such request cannot be noticed on the court's motion calendar pursuant to Local Rule 230, and 4) If a TRO, the filer shall notify the court of any attempts made to notify the opposing party of such filing.

**Civil Subpoenas and Procedures:**

Counsel shall refer to Local Rule 250.5 and Fed. Rule 45 regarding the issuance of subpoenas in a civil case.

**Notice of Settlement:**

Counsel are required to notify the courtroom deputy once an action has settled, and thereafter, immediately file a Notice of Settlement pursuant to Local Rule 160, which shall include a timeframe for when the disposition documents (stipulated dismissal) will be filed. If any motions are pending at the time of the filing of the notice of settlement, counsel shall include language in the notice of settlement withdrawing the motion(s).

II. **CRIMINAL CALENDAR INFORMATION:**

**Held on Mondays at 9:00 a.m. in Courtroom 5, 14th Floor;** unless Monday is a holiday, then set for Tuesday at 9:00 a.m. Please contact the courtroom deputy for a new hearing date **prior** to seeking the continuance of any criminal matters.

**\*\*NOTE\*\*:** Any hearing dates to be scheduled for an upcoming Monday criminal calendar during Criminal Duty on a Friday afternoon **shall not be set unless first cleared by Judge Shubb's CRD.** It is counsel's responsibility to contact this CRD before 12:00 PM (Noon) on that Friday if they know, or if there is any possibility, that they wish to have a defendant placed on the upcoming Monday criminal calendar. Otherwise, the next available criminal calendar hearing date is to be set. In addition, any requests made by counsel for the setting of TCH and Trial dates during the criminal duty calendar must first be cleared through this CRD. Therefore, counsel **MUST** contact this CRD prior to the criminal duty calendar if they know, or if there is any possibility, that they wish to have said dates set .

**Requests for Criminal Calendar Continuances:**

Please note that the Court would prefer the submission of stipulations and proposed orders on any matters that can be handled without an in-court hearing (i.e. request for the setting of further status conferences, requests for continuances of pending matters, or the setting of trial confirmation hearings and trial dates). Counsel are required to contact the Courtroom Deputy for available hearing dates prior to submitting a stipulation. Stipulations and Requests for continuances on criminal matters, other than sentencings, shall be submitted no later than 12:00 (Noon) on the Friday prior to the hearing date, unless otherwise notified by the Courtroom Deputy. Stipulations and Requests for continuances of sentencings shall be submitted no later than 12:00 (Noon) on the Thursday prior to the hearing date, unless otherwise notified by the Courtroom Deputy. Any written request for a continuance must include a reason for the continuance.

**Criminal Duty Matters:**

Any criminal duty matters (i.e. requests for modification to pretrial release, requests to travel, discovery matters, bill of particulars) are to be brought before the criminal duty judge, unless otherwise ordered by Judge Shubb.

**Waiver of Defendant's Presence (at a hearing):**

Effective immediately, Judge Shubb **now requires** that this request be submitted with a proposed order for his approval. Counsel shall e-file the document and proposed order as a request, to include the defendant and the attorney's signature. Thereafter, submitting the proposed order in Word to the judge's email address at [WBSorders@caed.uscourts.gov](mailto:WBSorders@caed.uscourts.gov) for his review and approval.

**Trial Confirmation Hearing:** Defendants are required to be present at the Trial Confirmation Hearing, unless otherwise ordered by Judge Shubb.

**Criminal Motions and Procedures:**

Counsel shall refer to Local Rule 430.1 for the filing of criminal motions. Criminal motions calendared before Judge Shubb shall be heard on a Monday at 9:00 a.m. If Monday is a holiday, then the motion shall be set for the following Tuesday at 9:00 a.m., unless otherwise ordered by the Court. Please contact the courtroom deputy for a motion hearing date **prior** to filing your motion.

**Motion Dates Are Not Reserved.** Please contact the courtroom deputy for a motion hearing date. Thereafter, simply file your papers in accordance with the Local Rule (see L.R. 430.1) and Federal Rules. When including case citations, please note that Judge Shubb prefers "The Blue Book" format.

**Criminal Subpoenas and Procedures:**

Counsel shall refer to Federal Rule 17 regarding the requests for issuance of criminal trial subpoenas. Such requests and proposed order shall be submitted in Microsoft Word to the attention of Senior Judge William B. Shubb at his email as follows: [WBSorders@caed.uscourts.gov](mailto:WBSorders@caed.uscourts.gov).

**Interpreter Services:**

It is the responsibility of counsel to arrange for the services of an interpreter prior to the scheduled hearing date. It is also the responsibility of counsel to cancel the services of an interpreter prior to the scheduled hearing date. Interpreter services for a hearing may be arranged by contacting, Yolanda Riley-Portal, with the Court's Interpreter Office, at 916-930-4221 or [YRiley-Portal@caed.uscourts.gov](mailto:YRiley-Portal@caed.uscourts.gov).

**III. TRANSCRIPT ORDERS**

SACRAMENTO			
Name	Title	Phone	Email
Ana Rivas	Court Services Supervisor	916-930-4133	arivas@caed.uscourts.gov
Kacy Barajas	Court Reporter	916-426-7640	kbarajas.csr@gmail.com
Kimberly Bennett	Court Reporter	916-741-3475	reporter.bennett@gmail.com
Jennifer Coulthard	Court Reporter	312-617-9858	jenmrcrr2@gmail.com
Tiphanne Crowe	Court Reporter	916-743-0122	Tcrowe.csr@gmail.com
Thresha Spencer	Court Reporter	916-730-2269	Thresha.csr@gmail.com
Jonathan Anderson	ECRO	916-930-4072	janderson@caed.uscourts.gov
Capitol Reporters	Reporting Firm	916-923-5447	capitol@crtreporters.com
Diamond Reporters	Reporting Firm	916-498-9288	janice@diamondcr.com



<b>FORMER OFFICIAL COURT REPORTERS (SACRAMENTO)</b>		
Name	Phone	Email
Michelle Babbitt	916-448-7938	mbabbittcsr@gmail.com
Cathie Bodene	916-446-6360	cefbodene@gmail.com
Kelly O'Halloran	916-761-6943	kohalloran@comcast.net
Kathy Swinhart	916-446-1347	<a href="mailto:kswinhartcsr@gmail.com">kswinhartcsr@gmail.com</a>
Diane Shepard	916-554-7460	diane.shepard@gmail.com

Please contact the court reporters **directly** for any transcript requests using the contact information listed below. The assigned court reporter for a particular proceeding can be determined by viewing the court docket entry for that particular hearing date:

**IV. TRIAL/EVIDENTIARY HEARING INFORMATION, AUDIO/VISUAL EQUIPMENT and ACCOMMODATIONS FOR PERSONS WITH COMMUNICATION DISABILITIES:**

**Trial Hours:** Counsel are advised that the court will discuss trial hours, morning and afternoon breaks, trial days and timeframes with counsel on the first day of trial or at the pretrial conference (civil cases) or trial confirmation hearing (criminal cases).

**Electronic Equipment:**

The Sacramento Clerk's office has a variety of audio/visual equipment available to use for trial purposes. Some available equipment may include: Interpreter/Hearing Impaired Systems, Audio Teleconferencing, Video Conferencing, Projectors, Plasma Screens, TVs and VCRs, in addition to what is specifically noted below for Judge Shubb's courtroom. In order to learn more extensively about the equipment provided by the court, you can access our intranet home page at [www.caed.uscourts.gov](http://www.caed.uscourts.gov) by following these procedures:

1. From the Court intranet home page, select the "Attorney Info" tab.
2. Select the "Sacramento" tab.
3. Scroll down to the "Electronic Courtroom" option.
4. If you have not already done so, attorneys should arrange through the Courtroom Deputy a time to meet with court Information Technology (IT) staff for training on electronic equipment. Appointments should be scheduled at least one to two weeks prior to trial. (Counsel shall confer amongst each other and propose **joint** dates and times that counsel are available for AV training to the courtroom deputy.)

Judge Shubb's courtroom is currently equipped with the following electronic equipment: 1) ELMO (document presentation camera), 2) Video Cable Hook-ups; 3) Large Projector Screen; 4) Laptop Connections; 5) Monitors in jury box, witness stand, and at counsel table; 6) Wireless Microphones; 7) Annotation Tablet (an electronic chalkboard); and 8) Lapel Microphones. The courthouse also has a projection system and a slide projector available. However, counsel should contact the courtroom deputy at least 1-2 weeks prior to trial in order to verify the availability of the courthouse projectors, or counsel may bring in their own, if necessary. Additionally, counsel should contact the courtroom deputy prior to the day of trial in order to make arrangements to view the courtroom and bring in any other necessary equipment and/or materials.

**Paraphernalia:** For any paraphernalia (i.e. cash, drugs, firearms, large blow-ups, any exhibits large physical items or blowups, electronic equipment, etc.): Counsel are to make arrangements through the Court Security Officers at: (916) 930-2080, if necessary.

**Counsel Rooms:** Are available on either side of the courtroom (out in the hallway) for your use during trial.

**Exhibits Tags:** Please make sure to bring **two** sets of exhibits as follows: one original set for the witness **with** exhibit tags (gold for Government, pink for Plaintiff, blue for Defendant(s), or joint tags); and one separate set for the judge. **Exhibit tags should be placed on the witness' set of exhibits only.** The judge's set **does not** require exhibit tags. Exhibit tags **must** be obtained through the clerk's office. Exhibits should be in **easy-to-use binders (not larger than 2" in width)**, with divider tabs down the side marking each exhibit. Each binder should also contain a written description of its contents on the spine. **The parties may agree to use certain blocks of numbers to mark their corresponding exhibits, (i.e. 1-100 for plaintiffs, 101-200 for defendants), as long as the parties do not use the same numbers; or plaintiffs can mark their exhibits using numbers and defendants can mark their exhibits using letters (i.e. A-Z, AA-ZZ, etc.).** **Otherwise, exhibits shall be marked as outlined in any Pretrial Scheduling order or other order(s) issued by this Court.**

**Deposition Transcripts (Civil Cases):**

Counsel shall lodge any certified transcripts with the courtroom deputy on the first day of trial.

**Exhibit/Witness Lists:**

Any exhibit and/or witness lists shall be emailed to the courtroom deputy in Microsoft Word **no later than 12:00 PM (Noon) on the Friday prior to the scheduled trial date**, to the following email address: [kkirkseysmith@caed.uscourts.gov](mailto:kkirkseysmith@caed.uscourts.gov). See sample of requested exhibit list format below:

EXH	DESCRIPTION	IDENTIFIED	ADMITTED
1			
2			
3			

**Court-Ordered Trial Documents:**

If you have not already done so, please be sure to immediately email the Microsoft Word version of any jury instructions, proposed voir dire questions and proposed verdict form, or proposed findings of fact (if your case is a civil bench trial), to the judge's email address: [WBSorders@caed.uscourts.gov](mailto:WBSorders@caed.uscourts.gov), as required.

**Accommodations for Communication Disabilities:**

The Eastern District of California has added a new web page on our external internet site entitled “Access Coordinators and Accommodations for persons with Communication Disabilities.”

The page can be accessed at the following web page:

<http://www.caed.uscourts.gov/caednew/index.cfm/attorney-info/accommodations-for-communication-disabilities>.

The coordinator for Sacramento is: Yolanda Riley-Portal: Phone: 916-930-4221;

Email: [yriley-portal@caed.uscourts.gov](mailto:yriley-portal@caed.uscourts.gov).

If you have any questions or require further information, please contact the Courtroom Deputy, Karen Kirksey Smith, at 916-930-4234 or [kkirkseysmith@caed.uscourts.gov](mailto:kkirkseysmith@caed.uscourts.gov).