

# Magistrate Judge Carolyn K. Delaney

United States District Court - Eastern District of California

8<sup>th</sup> Floor, Courtroom #24

**Criminal Law and Motion:** Criminal law and motion is heard every Thursday at 9:30 a.m.

**Civil Law and Motion:** Civil law and motion is heard every Wednesday at 10:00 a.m. **Motion dates are not reserved.** Simply file your moving papers in accordance with the Local and Federal Rules.

**Telephonic Appearance:** Parties interested in appearing by telephone must file a request on the docket.

**Proposed Orders:** As required by the local rules, counsel shall submit via email, to **[ckdorders@caed.uscourts.gov](mailto:ckdorders@caed.uscourts.gov)**, the proposed order accompanying any application, request, stipulation or motion in either Word Perfect or 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.

**Transcript Orders:** If you wish to order a transcript for a hearing held before Magistrate Judge Carolyn K. Delaney (or another Magistrate Judge in the Eastern District-Sacramento Division), you will need to complete the *Electronic Court Reporter Transcript Order Form* or the *Appeal Transcript Designation and Order Form* as appropriate. These forms can be found on our internet home page.

1. From the Court internet home page, select the *Attorney Info* tab.
2. Select *Court Reporters/Transcripts*.
3. Under the *Ordering* hearing, select *Transcript Ordering Form*.

Completed forms should be submitted to Katherine Spichka, (916) 930-4072, **[kspichka@caed.uscourts.gov](mailto:kspichka@caed.uscourts.gov)**

**Audio/Visual Equipment:** The Sacramento Clerk's office has a variety of audio/visual equipment available to use for trial purposes. Available equipment

may include: ELMOs, projectors, plasma screens, TVs and VCRs. In order to learn about the equipment provided by the court, you can access our internet home page and follow these procedures:

1. From the Court internet home page, select *Attorney Info* Tab.
2. Scroll down and select *Electronic Courtroom*.
3. Review available systems as applicable.

Attorneys should arrange, through the Courtroom Deputy, a time to meet with court Information Technology staff for training on electronic equipment. Appointments should be scheduled at least one to two weeks prior to trial.

**Courtroom Deputy:** If you have any questions or need further information, please contact Lisa Kennison at (916) 930-4004 or [lkennison@caed.uscourts.gov](mailto:lkennison@caed.uscourts.gov).