

Magistrate Judge Kendall J. Newman

United States District Court - Eastern District of California

8th Floor Courtroom, #25

COVID-19 PROTOCOLS (Subject to change): Court hearings are currently being conducted by remote means. The Courtroom Deputy will provide applicable parties with appearance information for any upcoming court hearings. **Paper courtesy copies are not needed at this time.**

CRIMINAL DUTY CALENDARS: In person Criminal Duty calendars will resume on July 19, 2021.

CIVIL LAW AND MOTION: Civil law and motion is heard every Thursday at 10:00 a.m. **MOTION DATES ARE NOT RESERVED.** Simply file your moving papers in accordance with the Local and Federal Rules and with the date and time of the hearing.

CRIMINAL LAW AND MOTION: Criminal law and motion is heard every Wednesday at 9:00 a.m.

SETTLEMENT CONFERENCES: Parties must contact the Courtroom Deputy to find out available dates for settlement conferences.

UPDATED 2021 PETTY OFFENSE SCHEDULE: February 9, July 13, and December 14

UPDATED 2021 CRIMINAL DUTY CALENDARS: PLEASE CALL COURTROOM DEPUTY FOR MOST UP TO DATE DUTY CALENDAR INFORMATION.

INFORMAL TELEPHONIC DISCOVERY HEARINGS: Please refer to the Order Re: Telephonic Discovery Disputes found on the Court's website under Judge Newman.

1. From the Court internet home page, select *Judges*.
2. Select *All Judges*.
3. Select *United State Magistrate Judge Kendall J. Newman*.
4. Under the *Case Management Procedures* select Order Re: Telephonic Discovery Disputes

TELEPHONIC APPEARANCE: Parties interested in appearing by telephone must promptly file a request and proposed order for the date of the scheduled hearing.

PROPOSED ORDERS: As required by the local rules, counsel shall submit via email, to

kjnorders@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.

TRANSCRIPT ORDERS: If you wish to order a transcript for a hearing held before Magistrate Judge Kendall J. Newman (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 *Attorney Info*.
2. Select *Sacramento*.
3. Scroll down and select *Forms*.
4. Select *Civil Forms*.
5. Scroll down and click on *Appeal Transcript Designation and Order Form* or *Electronic Court Reporter Transcript Order Form*

Completed forms should be submitted to Jonathan Anderson, (916) 930-4072 or janderson@caed.uscourts.gov.

AUDIO/VISUAL EQUIPMENT: The Sacramento Clerk's office has a variety of audio/visual equipment available to use for trial purposes. 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. Select *Sacramento*.
3. Scroll down and select *Electronic Evidence Submission/Presentation*.

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.

INTERPRETER SERVICES: Pursuant to Local Rule 403, it is the responsibility of defense counsel to arrange for the services of an interpreter prior to the scheduled hearing, as well as, to cancel the services of an interpreter prior to the scheduled hearing date. Please contact Staff Interpreter, Yolanda Riley-Portal (916) 930-4221

or yriley-portal@caed.uscourts.gov

ACCOMODATIONS FOR COMMUNICATION DISABILITIES: The coordinator is Staff Interpreter, Yolanda Riley-Portal (916) 930-4221 or yriley-portal@caed.uscourts.gov. Please refer to the below instructions of the Court's website:

1. From the Court internet home page, select *Attorney Info* Tab.
2. Select *Accommodations for Communications Disabilities*

COURTROOM DEPUTY: If you have any questions or need further information, please contact Alexandra Waldrop (916) 930-4187 or awaldrop@caed.uscourts.gov.