

Judge EDWARD J. GARCIA

United States District Court - Eastern District of California

501 I Street, Suite 4-200

Sacramento, CA 95814

Judicial Assistant & Courtroom Deputy, Colleen Lydon

Office: (916) 930-4225

Courtesy Copies of All Motion-Related Pleadings 25 pages or more ONLY:

Shall be mailed in hard copy form directly to Judge Garcia's chambers (at the address listed above) immediately upon e-filing pursuant to Local Rules 130(b), 133(f), 133(j).

E-Mailing of Proposed Orders:

As required by the Local Rule 137(b), counsel shall submit their proposed order accompanying any application, request, stipulation or motion in either **Word Perfect (preferred)** or **Microsoft Word** format via email to EJGorders@caed.uscourts.gov. Pursuant to Local Rule 101, the document should include the attorneys' electronic signature(s) (i.e. /s/ First/Last name), as well as the date the document was signed.

CRIMINAL CALENDAR:

Held on Mondays at 10:00 a.m. on Fridays. Please contact the courtroom deputy for a new hearing date prior to seeking the continuance of any matters. When applicable, the probation officers shall be included in discussions about continuances. **NO MATTERS ARE CONTINUED WITHOUT THE JUDGE'S PRIOR CONSENT.** If you cannot confirm via telephone, email or ECF about a continuance, check the "drop" portion on the web calendar.

TRANSCRIPT ORDERS:

If you wish to order a transcript please contact the courtroom deputy.

TRIALS:

Trial hours: Jury Selection/Start of Trial Mondays at 8:30 am.

For any paraphernalia (i.e., large physical items or blowups, electronic equipment, etc.): Counsel are to make arrangements through the Court Security Officers at (916) 930-2080.

Counsel rooms are available on either side of the courtroom (out in the hallway) for your use during trial.

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

Counsel should also email the courtroom deputy a copy of their exhibit and witness lists in either Word Perfect (preferred) or Microsoft Word format prior to the day of trial (preferably by the Friday prior to trial.) to the following email address: clydon@caed.uscourts.gov.

If you have not already done so, please be sure to email the Word Perfect (preferred) or Microsoft Word version of

your proposed jury instructions, voir dire questions and proposed verdict form, or proposed findings of fact (if your case is a bench trial), to the judge's email address: EJGorders@caed.uscourts.gov as required.

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, Internet hookups, TVs and VCRs. In order to learn about the equipment provided by the court, you can access our intranet home page and follow these procedures:

- 1) From the Court intranet home page, select Attorney Info tab.
- 2) Scroll down to Electronic Courtroom option.
- 3) Attorneys should arrange a time to meet with court Information Technology staff for reservation of and training on electronic equipment. The Courtroom Deputy can provide contact information with IT. Appointments for training should include all trial counsel and should be scheduled no later than 7 days prior to trial. The court requires the trial counsel to be fully trained and responsible for the operation of any of the technical equipment.

If you have any questions or need further information, please contact the Contact **Courtroom Deputy, Colleen Lydon, 930-4225.**