

Magistrate Judge Kendall J. Newman

United States District Court - Eastern District of California

8th Floor Courtroom, #25

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.

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

2014 PETTY OFFENSE SCHEDULE: March 11; August 12

TELEPHONIC APPEARANCE: Parties interested in appearing by telephone must file a request and proposed order.

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. 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. Select *Sacramento*.
3. Scroll down and select *Electronic Courtroom*.
4. Select *Audio Systems* or *Video 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 Matt Caspar (916) 930-4187 or mcaspar@caed.uscourts.gov.