

# Judge Frank C. Damrell, Jr.

United States District Court - Eastern District of California

501 I Street, Suite 4-200

Sacramento, CA 95814

Courtroom Deputy, Michele Krueger

Office: (916) 930-4163

## CIVIL LAW AND MOTION:

**Held on designated FRIDAYS at 10:00 AM, in Courtroom 2, 15th Floor.** The next available motion dates are: **August 5, August 19, and September 2, 2011.** [JUDGE DAMRELL DOES NOT ISSUE TENTATIVE RULINGS].

**MOTION DATES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

**MOTION DATES ARE NOT RESERVED.** Simply file your papers in accordance with the Local and Federal Rules.

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

Shall be mailed in hard copy form directly to Judge Damrell'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 **FCDorders@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.

## Discovery matters (including motions):

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.

## Requests for Telephonic Appearances (in civil cases):

Any requests for appearances by telephone must be prepared in pleading form, along with a proposed order and e-filed accordingly **at least 5 days prior** to the hearing date. The **request and proposed order MUST** include the following: 1) the reasons for such request; 2) **the name of the attorney(s)** making the appearance; and 3) **the telephone number(s)** where the attorney(s) can be reached on the day of the hearing. Upon e-filing the request, a Word Perfect (**preferred**) or Microsoft Word version of

the proposed order **must be** submitted to the judge's email address for his review and approval: [FCDorders@caed.uscourts.gov](mailto:FCDorders@caed.uscourts.gov). If the request is approved, the courtroom deputy will initiate the call to counsel 5 -10 minutes prior to the time of the hearing through the court's telephone conferencing system in the courtroom.

### **CRIMINAL CALENDAR:**

Held on Mondays at 10:00 a.m.; unless Monday is a holiday, then set for Tuesday at 10:00 a.m. Please contact the courtroom deputy for a new hearing date prior to seeking the continuance of any sentencing 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 Damrell'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.

**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). Please contact the Courtroom Deputy for available hearing dates prior to submitting your stipulations. **Stipulations and Requests for continuances on criminal matters shall be submitted no later than 12:00 (Noon) on the Friday prior to the hearing date, unless otherwise notified by the Courtroom Deputy.**

### **TRANSCRIPT ORDERS:**

If you wish to order a transcript please contact Michelle Babbitt at [mbabbitt@caed.uscourts.gov](mailto:mbabbitt@caed.uscourts.gov).

### **TRIALS:**

Trial hours: Jury Selection/Start of Trial Tuesdays at 9:00 am - 4:30 pm, Wednesdays - Thursdays 9:00 am - 4:30 pm, the following week Mondays 1:30 - 4:30, and dark on Fridays. Lunch Time 1 - 1 ½ hours (usually 12 - 1:30 pm), unless otherwise notified by the Court. If Monday is a holiday, then trial shall commence on Tuesday of that week at 1:30 pm.

Electronic Equipment: Judge Damrell's courtroom is currently equipped with the following electronic equipment: 1) ELMO (limited availability), 2) Video Cable Hook-ups; 3) Large Projector Screen; 4) Laptop Hook-ups; and 5) Monitors in jury box, witness stand, and at counsel table. The courthouse also has a 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 projector and ELMO, 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.

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:

[mkrueger@caed.uscourts.gov](mailto:mkrueger@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 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: [FCOrders@caed.uscourts.gov](mailto:FCOrders@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, 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 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.

If you have any questions or need further information, please contact the Contact **Courtroom Deputy, Michele Krueger, at 916-930-4163.**