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## Information and Procedures for Civil Matters Before HBK

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Magistrate Judge Helena Barch-Kuchta  
Eastern District of California

Courtroom Deputy (CRD): Patricia Apodaca  
CRD telephone: (209) 372-8917  
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### I. GENERAL INFORMATION

#### A. Court Information

Judge Barch-Kuchta has her chambers in Yosemite National Park but is supported by the Fresno Division of the Clerk's Office. Please contact the Clerk's Office at (559) 499-5600 if you wish to inquire about general court procedures.

#### B. Telephonic Appearances

Parties in civil matters proceeding before Judge Barch-Kuchta generally appear by telephone. If you wish to discuss appearance procedure, please contact Courtroom Deputy Patricia Apodaca at (209) 372-8917 or [papodaca@caed.uscourts.gov](mailto:papodaca@caed.uscourts.gov) at least one week before a hearing. The court typically uses the dial-in of 888-204-5984 and the passcode 4446176.

#### C. Documents Requiring Court Approval

In keeping with the Local Rules of the Eastern District, counsel must email to chambers ([hbkorders@caed.uscourts.gov](mailto:hbkorders@caed.uscourts.gov)) all proposed orders, applications, requests, stipulations, etc., in an editable format, such as Microsoft Word. Per Local Rule 131(a)(c), the emailed document must include the attorney(s)' electronic signature(s) (*i.e.*, /s/ Name), as well as the date signed. Please include the case name and number in the subject line of all emails.

## II. PROCEDURES FOR CIVIL MATTERS

### A. Motions and Hearing Dates

All civil motions shall be noticed for hearing under Local Rule 230. Judge Barch-Kuchta's regular civil motion calendar is Wednesday at 2:00 pm. It is not necessary to clear a date or time with the Courtroom Deputy prior to filing your motion.

As a default, Judge Barch-Kuchta will take a matter under submission without conducting a hearing, pursuant to Local Rule 230(g). The primary purpose of selecting a hearing date is to set a briefing schedule under Local Rule 230.

### B. Scheduling Conferences

If the court sets a mandatory scheduling conference, the parties must file a joint scheduling conference report at least one full week prior to the scheduling conference. The parties must also email the report, in an editable format, to [hbkorders@caed.uscourts.gov](mailto:hbkorders@caed.uscourts.gov).

### C. No Paper Copies

Paper courtesy copies should not be provided to court chambers unless specifically requested.

### D. Discovery Motions

Judge Barch-Kuchta will not consider any discovery motions without prior approval obtained in accordance with the following procedures:

#### 1. Requesting a Conference

A party with a discovery dispute must confer with the opposing party in a good faith effort to resolve the dispute without court action. If such effort fails, the moving party must, prior to filing a notice of motion, contact the Courtroom Deputy to request a pre-motion telephone conference with Judge Barch-Kuchta. The request shall be deemed to include a professional representation by the requesting party that a good-faith effort to resolve the dispute took place but failed, and it must advise the court of dates and times when all concerned parties can be available to confer regarding the dispute.

#### 2. Scheduling

The court will issue an order advising counsel of the time and date of the telephone conference.

3. Briefing

Unless otherwise indicated by court order, each party may submit a brief outlining the dispute, the party's position on it, and the reasons for the dispute to hbkorders@caed.uscourts.gov, no later than twenty-four hours before the scheduled conference. Any such brief is limited to three pages in length and must include the name of the party and the date of submission. Attachments are prohibited.

4. The Conference

At the conference, the court will discuss the issue raised and may announce an anticipated ruling on the dispute. If a party is dissatisfied with the conference, it may seek permission to file a formal motion.

5. Further Proceedings

If the parties believe motion papers and supporting memoranda are needed to resolve a dispute, Judge Barch-Kuchta must approve the filing of a written motion filed in keeping with Local Rule 251(a). (The provisions of Local Rule 251(b) though (f) will not apply unless the Judge so orders.) Any such motion filed should (1) quote in full each interrogatory, deposition question, request for admission, or request for production that is in dispute, and (2) state the response or objection and grounds therefor as articulated by the opposing party. Unless otherwise ordered by the court, deposition transcripts or discovery papers are not to be filed with the court.

**E. Settlement Conferences**

Parties may contact chambers to request that a magistrate judge serve as mediator in a settlement conference. In cases mediated by Judge Barch-Kuchta, she will issue a pre-conference order establishing procedures and expectations for the settlement conference. This order may require a pre-conference statement from each party and a pre-conference telephone call with the lead attorneys.