

HONORABLE TROY L. NUNLEY

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF CALIFORNIA
501 I Street, Suite 4-200
Sacramento, California 95814

Courtroom Deputy, Michele Krueger
(916) 930-4163
mkrueger@caed.uscourts.gov

TABLE OF CONTENTS

I. Civil Law and Motion (subject to change without notice)

- Hearing Dates
- Page Limitations
- Courtesy Copies
- Emailing of Proposed Orders
- Tentative Rulings
- Submitted Motions
- Telephonic Appearances
- Discovery Matters (including motions)
- Ex Parte Applications
- Stipulations by Parties
- Extensions of Time
- Request to Seal Documents

II. Criminal Law and Motion (subject to change without notice)

- Hearing Dates
- Request for Continuance and Proposed Orders
- Interpreter Services

III. Trial Information

- Exhibits
- Lodging of Deposition Transcripts

IV. Audio Visual Equipment

I. CIVIL LAW AND MOTION

- **Hearing Dates (subject to change without notice)**
 - Hearing dates are **NOT** reserved. All hearing dates are on designated Thursdays, at 2:00 p.m. in Courtroom 2. Please check the Court's website for available dates.
 - Please file your motion(s) in accordance with the Local Rules, Federal Rules of Civil Procedure, and these chambers guidelines.

- **Page Limitations**
 - The Court places a page limit of twenty (20) pages on all briefs, including initial moving papers, dispositive motions, trial briefs, and post-trial motions, and twenty (20) pages on oppositions. Replies are limited to ten (10) pages.
 - Any party wishing to file lengthier documents must first seek relief from said page limitation at least fourteen (14) days prior to the filing of any document.

- **Courtesy Copies**
 - No party shall submit paper courtesy copies of pleadings or exhibits to the Court unless expressly ordered to do so.

- **Emailing of Proposed Orders**
 - Pursuant to Local Rule 137(b), regarding the requirements for proper filing of a proposed order, you are required to email the proposed order (in Microsoft Word) to chambers at tlorders@caed.uscourts.gov, in addition to filing the pdf version via the CM/ECF system. Pursuant to Local Rule 101, the definition for electronic signature, and Local Rule 131, you may enter /s/ for signatures for all counsel.
 - Pursuant to Local Rule 137(b), the email must contain the case number and words "proposed order" in the subject line.

- **Tentative Rulings**
 - Judge Nunley **DOES NOT** issue tentative rulings.

○ **Submitted Motions**

- Motions submitted by the Court without oral argument are noticed on the docket and public calendar not later than 2:00 p.m. the day before the hearing date.
- If you have a question regarding a hearing on calendar, please contact the Courtroom Deputy **after** 2:00 p.m.

○ **Telephonic Appearances**

- Any party seeking to appear telephonically must file, for the Court's consideration, **not later than seven (7) court days prior to the hearing date**, a Request to Appear Telephonically with a Proposed Order.
- Upon e-filing the request and proposed order, the proposed order must be emailed in accordance with Local Rule 137(b), for review and approval to tnorders@caed.uscourts.gov.
- The request **MUST** contain the DIRECT telephone number for the party requesting to appear telephonically.
- If the request is granted, the Courtroom Deputy will initiate the telephone call 5-10 minutes prior to the time of the scheduled hearing through the court's telephone conferencing system in the courtroom.
- The Eastern District of California does not utilize the services of Court Call.

○ **Discovery Matters (including motions)**

- Pursuant to Local Rule 302, all discovery matters shall be noticed before the assigned Magistrate Judge, unless otherwise ordered by the Court.

○ **Ex Parte Applications**

- Ex parte applications submitted for the Court's consideration are filed without a hearing date and must include a proposed order. If after review of the application the Court determines a hearing is necessary, the parties will be notified accordingly.

○ **Stipulations by Parties**

- Parties shall submit stipulations seven (7) days prior to any deadline or response date they intend to alter through stipulation. The Court will look upon with disfavor any stipulations filed after that time and will not expedite the issuance of an order.
- Parties shall not file a document (i.e. amended complaint, brief, motion, etc.) on the docket, the filing of which is stipulated to by the parties, until the Court has issued an order granting the stipulation.

○ **Extensions of Time**

- Counsel shall abide by dates set by the Court. Extensions of time will only be granted only upon a showing of good cause.
- In stipulations or motions to extend deadlines, the parties shall describe any extensions previously sought in the action and whether those extensions were granted or denied. Multiple stipulations or motions to extend deadlines without justification will be looked upon with disfavor.

○ **Request to Seal Documents**

- Pursuant to Local Rule 141, a Notice of Request to Seal Documents shall be filed electronically. The Request to Seal Documents, a proposed order (in Microsoft Word), and all documents covered by the request shall be emailed to tlorders@caed.uscourts.gov.

II. CRIMINAL LAW AND MOTION

○ **Hearing Dates (subject to change without notice)**

- Hearing dates are **NOT** reserved. All hearing dates, including motions, are on designated Thursdays, at 9:30 a.m. in Courtroom 2. Please check with the Courtroom Deputy for available dates.

○ **Request for Continuance and Proposed Orders**

- The Court **prefers** the submission of a stipulation and proposed order on any matters that can be handled without an in-court hearing.
- Stipulations and proposed orders for continuances must be submitted not later than **12:00 p.m. the Tuesday prior to the hearing date**, unless otherwise notified by the Courtroom Deputy.

- Pursuant to Local Rule 137(b), regarding the requirements for proper filing of a proposed order, you are required to email the proposed order (in Microsoft Word) to chambers at tlorders@caed.uscourts.gov, in addition to filing the pdf version via the CM/ECF system. Pursuant to Local Rules 101, the definition for electronic signature, and Local Rule 131, you may enter /s/ for signatures for all counsel.
- Pursuant to Local Rule 137(b), the email must contain the case number and words “proposed order” in the subject line.

○ **Interpreter Services**

- It is the responsibility of counsel to arrange for the services of an interpreter prior to the scheduled hearing date.
- It is also the responsibility of counsel to cancel the services of an interpreter prior to the scheduled hearing date.
- Interpreter services for a hearing may be arraigned by contacting, Yolanda Riley-Portal with the Court's Interpreter Office, at 916-930-4221 or YRiley-Portal@caed.uscourts.gov.

III. TRIAL INFORMATION

○ **Exhibits**

- The parties are directed to comply with the Court's Final Pretrial Order regarding the preparation and submission of trial exhibits. Questions should be directed to the Courtroom Deputy.
- The parties are advised to mark their trial exhibits **exactly as outlined in the Court's Final Pretrial Order.**
- Exhibit stickers may be obtained from the Office of the Clerk located at 501 I Street, Suite 4-200, Sacramento, California 95814. Questions regarding exhibit stickers should be directed to the Office of the Clerk at 916-930-4000.

○ **Lodging of Deposition Transcripts**

- The parties are directed to comply with the Court's Final Pretrial Order regarding the use of and lodging deposition transcripts for trial. Questions should be directed to the Courtroom Deputy.

IV. 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, please view the Court's home page and follow these procedures:

- 1) Select Attorney Info tab, and scroll down to Electronic Courtroom option.
- 2) 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 (2) weeks prior to trial.