

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

United States District Court
For the Northern District of California

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

JANE DOE, a minor, through KRISTEN D.,
guardian ad litem,

Plaintiff,

v.

WILLITS UNIFIED SCHOOL DISTRICT, et
al.,

Defendants.

No. C-09-03655 (DMR)

**NOTICE OF REFERENCE AND ORDER
RE DISCOVERY PROCEDURES**

TO ALL PARTIES AND COUNSEL OF RECORD:

The above matter has been referred to Magistrate Judge Donna M. Ryu for all discovery matters.

1. Parties shall comply with the procedures in this order, the Federal Rules of Civil Procedure, and the Northern District of California’s Local Rules, General Orders, and General Standing Orders. Local rules, general orders, general standing orders, and a summary of the general orders’ electronic filing requirements (including the procedures for emailing proposed orders to chambers) are available at <http://www.cand.uscourts.gov> (click “Rules” link on left side). The parties’ failure to comply with any of the rules or orders may be a ground for sanctions.

LAW AND MOTION PROCEDURES

2 2. Discovery motions are heard on the second and fourth Thursdays of the month at
3 11:00 a.m. Parties should notice motions pursuant to the local rules. Parties need not reserve a
4 hearing date in advance, but should confirm the Court’s availability on the on-line calendar at
5 <http://www.cand.uscourts.gov> (click “Calendars” link on left side, click link to Judge Ryu’s
6 calendar, click link to “Scheduling Information and Unavailability”). Noticed hearing dates may be
7 reset as the Court’s calendar requires. For scheduling questions, please call Judge Ryu’s courtroom
8 deputy, Ivy Garcia at (510) 637-3639.

9 3. All filings of documents relating to motions referred to Magistrate Judge Ryu shall
10 list the civil case number and the district court judge’s initials followed by the designation “(DMR).”

11 4. Discovery motions may be addressed to the Court in three ways: (1) a motion may be
12 noticed on not less than thirty five (35) days’ notice pursuant to Civil L.R. 7-2; (2) any party may
13 seek an order shortening time under Civil L.R. 6-3 if the circumstances justify that relief; and (3) in
14 emergencies during discovery events (such as depositions), any party may, after exhausting good
15 faith attempts to resolve disputed issues, seek judicial intervention pursuant to Civil L.R. 37-1(b) by
16 contacting the Court through the courtroom deputy. If the Court is unavailable, the discovery event
17 shall proceed with objections noted for the record.

18 5. In the event a discovery dispute arises, counsel for the party seeking discovery shall
19 in good faith confer with counsel for the party failing to make the discovery in an effort to resolve
20 the dispute without court action. The meet and confer session(s) must be *in person or by telephone*.
21 Meet and confer sessions may not be conducted by e-mail or fax. A declaration briefly setting forth
22 the meet and confer efforts, and the final positions of each party, shall be included in the moving
23 papers. Parties are strongly discouraged from including “meet and confer” letters as exhibits to
24 discovery motions. The Court will not consider discovery motions unless the moving party has
25 complied with Fed.R.Civ.P. 37, Civil L.R. 37-1(a), and this order.

26 6. Each party must be represented **in person** at discovery hearings.

27 7. Motions for sanctions shall be filed by separate motion in accordance with
28 Fed.R.Civ.P. 37 and Civil L.R. 37-3.

1 CHAMBERS COPIES AND PROPOSED ORDERS

2 8. Under Civil L.R. 5-1(b), parties must lodge an extra paper copy of any filing and
3 mark it as a copy for “Chambers.” Chambers copies shall be submitted to the Oakland Clerk’s
4 Office in an envelope clearly marked with the case number, “Magistrate Judge Donna M. Ryu,” and
5 “Chambers Copy.” In a case subject to electronic filing, chambers copies must be submitted by the
6 close of the next court day following the day the papers are filed electronically. Any proposed
7 stipulation or proposed order in a case subject to electronic filing shall be submitted by email to
8 dmrpo@cand.uscourts.gov as a word processing format attachment on the same day that the
9 document is e-filed. This address is to be used only for proposed orders unless otherwise directed by
10 the Court.

11 9. Parties may not file documents or portions of documents under seal without first
12 obtaining a written Court order. Parties seeking to file documents or portions of documents under
13 seal must fully comply with Civil L.R. 79-5.

14
15 PRIVILEGE LOGS

16 10. If a party withholds information that is responsive to a discovery request by claiming
17 that it is privileged or otherwise protected from discovery, that party shall promptly prepare and
18 provide a privilege log that is sufficiently detailed and informative to justify the privilege. *See*
19 Fed.R.Civ.P. 26(b)(5). The privilege log shall set forth the privilege relied upon and specify
20 separately for each document or for each category of similarly situated documents:

- 21 a. The title and description of the document;
 - 22 b. The subject matter addressed in the document;
 - 23 c. The identity and position of its author(s);
 - 24 d. The identity and position of all addressees and recipients;
 - 25 e. The date the document was prepared and, if different, the date(s) on which it was sent
26 to or shared with persons other than its author(s); and
 - 27 f. The specific basis for the claim that the document is privileged or protected.
- 28

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Failure to furnish this information promptly may be deemed a waiver of the privilege or protection.

IT IS SO ORDERED.

Dated: April 7, 2010



DONNA M. RYU
United States Magistrate Judge