

United States District Court For the Northern District of California United States District Court For the Northern District of California Fed. R. Civ. P. 4 and 5. Following service, Plaintiff(s) shall file a certificate of service with the
 Clerk of Court.

3 2. Lead trial counsel who will try this case are directed to confer in advance of the Case 4 Management Conference with respect to the subjects detailed in Fed. R. Civ. P. 16<sup>o</sup>, 26(f), and all 5 of the items referenced in the Court's Standing Order re: Contents of Joint Case Management 6 Statement. Not less than seven (7) days before the conference, counsel shall file a Joint Case 7 Management Conference Statement in compliance with Local Rule 16 and the Court's Standing 8 Order. All documents filed with the Clerk of Court shall list the civil case number followed only by the initials "EMC." One copy shall be clearly marked as "EMC Chambers' Copy." Failure to 9 10 file a Joint Case Management Conference Statement, without good cause, may subject a party to 11 sanctions.

Each party shall be represented at the Case Management Conference by lead trial
 counsel (or a party if *in pro se*) prepared to address all of the matters referred to in the Court's
 Standing Order, and with authority to enter stipulations and make admissions pursuant to this Order.

4. Any request to reschedule the above dates should be made in writing, and by
stipulation, if possible, not less than ten (10) days before the conference date. Good cause must be
shown.

5. 18 In all "E-Filing" cases, when filing papers that require the Court to take any 19 action (e.g. motions, meet and confer letters, administrative requests), the parties shall, in 20 addition to filing papers electronically, lodge with chambers a printed copy of the papers on 21 three-hole punch paper (including all exhibits) by the close of the next court day following the 22 day the papers are filed electronically. These printed copies shall be marked "EMC Chambers 23 Copy" and shall be submitted to the Clerk's Office in an envelope clearly marked with the case 24 number, "Magistrate Judge Edward M. Chen," and "E-Filing Chambers Copy." Parties shall 25 not file a paper copy of any document with the Clerk's Office that has already been filed 26 electronically. A proposed order in an E-Filing case must be emailed to 27 emcpo@cand.uscourts.gov as a Word Processing format attachment on the same day that it is

28

E-Filed. With permission, Chambers' copes of documents may be submitted on CD-ROM with
 hypertext links to exhibits.

6. Each attorney of record in all "E-Filing" cases is obligated to become an ECF User
and be assigned a user ID and password for access to the system upon designation of the action as
being subject to ECF. Registration shall be on a form prescribed by the Clerk. Attorneys of record
who fail to register timely shall be subject to such sanctions as may be imposed by the Court.

Failure to comply with this Order, or provisions of the Fed. R. Civ. P. 16 and 26(f) or the provisions of Civil L. R. 16-10 may be grounds for sanctions. (See Fed. R. Civ. P. 16(f)).
 IT IS SO ORDERED.

11 Dated: June 24, 2010

EDWARD M. CHEN United States Magistrate Judge

United States District Court For the Northern District of California