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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

LACEE OLIVAREZ,  
Plaintiff.

v.

LAWRENCE EHM, et al.,  
Defendants.

Case No. [13-cv-01918-CRB](#) (JCS)

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

Re: Dkt. No. 70

TO ALL PARTIES AND COUNSEL OF RECORD:

The above matter has been referred to the undersigned for all discovery matters. Please be advised that if a specific motion was filed before the District Court **prior to this referral**, the noticed date may no longer be in effect. All hearing dates are subject to the availability of the Court's calendar. Please contact the Courtroom Deputy, Karen Hom, at (415) 522-2035, to confirm or, if necessary, reschedule the hearing date. **Regardless of whether the Court reschedules the hearing date, all opposition and reply papers shall be timely filed according to the originally noticed hearing date, pursuant to Civil L. R. 7-3.**

**LAW AND MOTION PROCEDURES**

Civil law and motion is heard on Friday mornings, at 9:30 a.m., in Courtroom G, 15th Floor, United States District Court, 450 Golden Gate Avenue, San Francisco, California 94102.

In the event a **discovery dispute** arises, IT IS HEREBY ORDERED that before filing any discovery motion before this Court, the parties must comply with the following:

1. Lead trial counsel for both parties must meet and confer *in person* regarding the matter(s) at issue. This meeting shall occur after other efforts to resolve the dispute, such as telephone, e-mail, teleconference, or correspondence, have been

1                   unsuccessful. Once those efforts have proved unsuccessful, any party may demand  
2                   a meeting of lead trial counsel to resolve a discovery matter. Such a meeting shall  
3                   occur within ten (10) calendar days of the demand. The locations of the meetings  
4                   shall alternate. The first meeting shall be at a location selected by counsel for  
5                   Plaintiff(s). If there are any future disputes, the next such meeting shall be held at a  
6                   location to be determined by counsel for Defendant(s), etc.

7                   2.       Within five (5) calendar days of the in-person meeting between lead trial counsel  
8                   referred to above, the parties shall jointly file a detailed letter with the Court, not to  
9                   exceed five (5) pages without leave of Court, which will include the matters that  
10                  remain in dispute, a detailed substantive description of each side’s position on each  
11                  such issue, and a description of each side’s proposed compromise on each such  
12                  issue.

13                  3.       After the Court has received the joint letter, the Court will determine what future  
14                  proceedings, if any, are necessary.

15                  In the event that the parties continue to be unable to resolve the matters regarding the  
16                  timing and scope of discovery, the Court will consider what future actions are necessary. These  
17                  actions may include the following: (1) sanctions against a party failing to cooperate in the  
18                  discovery process and meet and confer in good faith, as required by this Order, the Federal Rules  
19                  of Civil Procedure, and the Local Rules of this Court; and/or (2) requiring the Chief Executive  
20                  Officers of each party to attend the in-person, meet-and-confer sessions described above. The  
21                  Court is not entering either of these matters as an Order of the Court at this time, and fully expects  
22                  counsel to meet their obligations under this Order and under the Local Rules.

23                  A party or counsel has a continuing duty to supplement the initial disclosure when required  
24                  under Fed. R. Civ. P. 26(e)(1).

25                  Law and motion matters may be submitted without argument upon stipulation of the  
26                  parties and notification of the Court no later than 4:30 p.m. the day before the hearing. Pursuant to  
27                  Civil L. R. 7-7(e), filed motions may be withdrawn without leave of the Court, within seven (7)  
28                  days of the date for service of the opposition. Thereafter, leave of the Court must be sought.

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**ELECTRONIC FILING AND COURTESY COPIES**

Please refer to Civil L.R. 5-4 and General Order No. 45 for the Northern District of California for information relating to electronic filing procedures and requirements.

BEFORE NOON ON THE NEXT BUSINESS DAY FOLLOWING THE ELECTRONIC FILING, THE PARTIES ARE REQUIRED TO LODGE DIRECTLY WITH CHAMBERS ON **PAPER** COPY OF EACH DOCUMENT, WHICH IS TO BE DESIGNATED "JCS'S CHAMBERS' COPY." All filings of documents relating to motions referred to the undersigned shall list the civil case number and the district court judge's initials followed by the designation "(JCS)".

The failure of counsel or a party to abide by this Order may result in sanctions pursuant to Fed. R. Civ. P. 16(f).

IT IS SO ORDERED.

Dated: September 4, 2014

  
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JOSEPH C. SPERO  
United States Magistrate Judge