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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

RANDY STEVENS,

No. C-14-02043-SC (DMR)

Plaintiff(s),

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

v.

ZURICH AMERICAN INSURANCE
COMPANY,

Defendant(s).

TO ALL PARTIES AND COUNSEL OF RECORD:

The above matter has been referred to Magistrate Judge Donna M. Ryu for resolution of all discovery matters. If the parties have already begun meeting and conferring regarding an actual discovery dispute, the parties must comply with the procedures ordered by Judge Conti’s October 29 Order (Docket No. 24). If not, for any future discovery disputes, the parties shall comply with the procedures set forth in this order.

Parties shall comply with the Federal Rules of Civil Procedure and the Northern District of California’s Local Rules, General Orders, and Standing Orders. Local rules, general orders, standing orders, and instructions for using the Court's Electronic Case Filing system are available at <http://www.cand.uscourts.gov>. Failure to comply may result in sanctions.

RESOLUTION OF DISCOVERY DISPUTES

1 In order to respond to discovery disputes in a flexible, cost-effective and efficient manner,
2 the court uses the following procedure. The parties shall not file formal discovery motions. Instead,
3 as required by the federal and local rules, the parties shall first meet and confer to try to resolve their
4 disagreements. The meet and confer session must be **in person or by telephone**, and may not be
5 conducted by letter, e-mail, or fax. If disagreements remain, the parties shall file a joint letter **no**
6 **later than five business days** after the meet and confer session, unless otherwise directed by the
7 court. **Lead trial counsel for both parties must sign the letter**, which shall include an attestation
8 that the parties met and conferred in person or by telephone regarding all issues prior to filing the
9 letter. **The letter must also include a paragraph listing relevant case management deadlines**,
10 including (1) the fact and expert discovery cut-off dates; (2) the last day to hear or file dispositive
11 motions; (3) claim construction or class certification briefing deadlines and hearing dates; and (4)
12 pretrial conference and trial dates. Going issue-by-issue, the joint letter shall describe each
13 unresolved issue, summarize each party's position with appropriate legal authority, and provide each
14 party's final proposed compromise before moving to the next issue. The joint letter shall not exceed
15 **eight** pages (12-point font or greater; margins no less than one inch) without leave of court. **Parties**
16 **are expected to plan for and cooperate in preparing the joint letter so that each side has**
17 **adequate time to address the arguments.** In the rare instance that a joint letter is not possible,
18 each side may submit a letter not to exceed **three** pages, which shall include an explanation of why a
19 joint letter was not possible. The parties shall submit one exhibit that sets forth each disputed
20 discovery request in full, followed immediately by the objections and/or responses thereto. No other
21 information shall be included in the exhibit. No other exhibits shall be submitted without prior court
22 approval. The court will review the submission(s) and determine whether formal briefing or
23 proceedings are necessary. **Discovery letter briefs must be e-filed under the Civil Events**
24 **category of Motions and Related Filings > Motions - General > "Discovery Letter Brief".**

25 The court has found that it is often efficient and beneficial for counsel to appear in person at
26 discovery hearings. This provides the opportunity to engage counsel, where appropriate, in
27 resolving aspects of the discovery dispute while remaining available to rule on disputes that counsel
28 are not able to resolve themselves. **For this reason, the court expects counsel to appear in**

1 **person.** Permission to attend by telephone may be granted upon written request made at least one
2 week in advance of the hearing if the court determines that good cause exists to excuse personal
3 attendance, and that personal attendance is not needed in order to have an effective discovery
4 hearing. The facts establishing good cause must be set forth in the request.

5 In emergencies during discovery events (such as depositions), any party may, after
6 exhausting good faith attempts to resolve disputed issues, seek judicial intervention pursuant to Civil
7 L.R. 37-1(b) by contacting the court through the courtroom deputy. If the court is unavailable, the
8 discovery event shall proceed with objections noted for the record.

9 CHAMBERS COPIES AND PROPOSED ORDERS

10 Pursuant to Civil L.R. 5-1(e)(7) and 5-2(b), parties must lodge an extra paper copy of certain
11 filings and mark it as a copy for "Chambers." All chambers copies should be three-hole punched,
12 and must include tabs between exhibits.

13 Any stipulation or proposed order submitted by an e-filing party shall be submitted by email
14 to dmrpo@cand.uscourts.gov as a word processing attachment on the same day the document is e-
15 filed. This address should only be used for this stated purpose unless otherwise directed by the
16 court.

17 PRIVILEGE LOGS

18 If a party withholds responsive information by claiming that it is privileged or otherwise
19 protected from discovery, that party shall **promptly** provide a privilege log that is sufficiently
20 detailed for the opposing party to assess whether the assertion of privilege is justified. Unless the
21 parties agree to alternative logging methods, the log should include: (a) the title and description of
22 the document, including number of pages or Bates-number range; (b) the subject matter addressed in
23 the document; (c) the identity and position of its author(s); (d) the identity and position of all
24 addressees and recipients; (e) the date the document was prepared and, if different, the date(s) on
25 which it was sent to or shared with persons other than its author(s); and (f) the specific basis for the
26 claim that the document is privileged or protected. Communications involving trial counsel that
27 post-date the filing of the complaint need not be placed on a privilege log. Failure to promptly
28 furnish a privilege log may be deemed a waiver of the privilege or protection.

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IT IS SO ORDERED.

Dated: November 3, 2014



DONNA M. RYU
United States Magistrate Judge