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4 UNITED STATES DISTRICT COURT
5 NORTHERN DISTRICT OF CALIFORNIA

6 LOOP AI LABS INC,
7 Plaintiff,

8 v.

9 ANNA GATTI, et al.,
10 Defendants.
11

Case No. [15-cv-00798-HSG](#) (DMR)

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

Re: Dkt. No. 112

12 TO ALL PARTIES AND COUNSEL OF RECORD:

13 The above matter has been referred to Magistrate Judge Donna M. Ryu for resolution of
14 all discovery matters, including the parties' letters regarding their dispute about Plaintiff's
15 subpoena to third party Orrick, Herrington & Sutcliffe LLP. [Docket Nos. 112, 114.] Having
16 reviewed the parties' letters and determined that parties' dispute involves the attorney-client
17 privilege, the court believes it would benefit from full briefing on the issues presented. Therefore,
18 Defendants Alwave USA, Inc., Alwave S.p.A., and Alwave S.r.l. shall file their motion to
19 quash and/or motion for a protective order as a regularly-noticed motion pursuant to Civil Local
20 Rule 7-2(a) and notice any such motion for hearing on an available date before the undersigned.

21 As to all other discovery disputes going forward, parties shall comply with the procedures
22 in this order, the Federal Rules of Civil Procedure, and the Northern District of California's Local
23 Rules, General Orders, and Standing Orders. Local rules, general orders, standing orders, and
24 instructions for using the Court's Electronic Case Filing system are available at
25 <http://www.cand.uscourts.gov>. Failure to comply may result in sanctions.

26 **RESOLUTION OF DISCOVERY DISPUTES**

27 In order to respond to discovery disputes in a flexible, cost-effective and efficient manner,
28 the court uses the following procedure. The parties shall not file formal discovery motions.

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

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

1 one week in advance of the hearing if the court determines that good cause exists to excuse
2 personal attendance, and that personal attendance is not needed in order to have an effective
3 discovery hearing. The facts establishing good cause must be set forth in the request.
4 In emergencies during discovery events (such as depositions), any party may, after exhausting
5 good faith attempts to resolve disputed issues, seek judicial intervention pursuant to Civil L.R. 37-
6 1(b) by contacting the court through the courtroom deputy. If the court is unavailable, the
7 discovery event shall proceed with objections noted for the record.

8 **CHAMBERS COPIES AND PROPOSED ORDERS**

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

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

16 **PRIVILEGE LOGS**

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

Dated: June 18, 2015

