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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

MARCY VELASQUEZ,
Plaintiff.
v.
ENGELBERTO TEJEDA, et al.,
Defendants.

Case No. [15-cv-02261-MMC](#) (JCS)

**NOTICE OF REFERENCE, ORDER TO
MEET AND CONFER AND FILE JOINT
LETTER**

TO ALL PARTIES AND COUNSEL OF RECORD:

The above matter has been referred to Chief Magistrate Judge Joseph C. Spero for resolution of Plaintiff’s Letter Re: Site Inspection, ECF Dkt 12, and all further discovery matters.

IT IS HEREBY ORDERED that not later than ten (10) calendar days from the date of this Order, lead trial counsel for Plaintiff(s) and lead trial counsel for Defendant(s) shall meet and confer in person regarding the subject matter of the Motion(s) in an effort to resolve the matter(s). Within five (5) calendar days of the lead trial counsels’ meet-and-confer session, the parties shall provide a detailed Joint Letter to the Court. This Joint Letter shall include a description of every issue in dispute and, with respect to each such issue, a detailed summary of each party’s final substantive position and its final proposed compromise on each issue.

LAW AND MOTION HEARING 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 **future discovery dispute** arises, IT IS HEREBY FURTHER ORDERED that before filing any discovery motion before this Court, the parties must comply with the following:

1 1. Lead trial counsel for both parties must meet and confer *in person* regarding the
2 matter(s) at issue. This meeting shall occur after other efforts to resolve the dispute,
3 such as telephone, e-mail, teleconference, or correspondence, have been unsuccessful.
4 Once those efforts have proved unsuccessful, any party may demand a meeting of lead
5 trial counsel to resolve a discovery matter. Such a meeting shall occur within ten (10)
6 calendar days of the demand. The locations of the meetings shall alternate. The first
7 meeting shall be at a location selected by counsel for Plaintiff(s). If there are any
8 future disputes, the next such meeting shall be held at a location to be determined by
9 counsel for Defendant(s), etc.

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

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

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

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

27 Law and motion matters may be submitted without argument upon stipulation of the parties
28 and notification of the Court no later than 4:30 p.m. the day before the hearing. Pursuant to Civil

1 L. R. 7-7(e), filed motions may be withdrawn without leave of the Court, within seven (7) days of
2 the date for service of the opposition. Thereafter, leave of the Court must be sought.

3 All filings of documents relating to motions referred to the undersigned shall list the civil case
4 number and the district court judge's initials followed by the designation "(JCS)".

5 **ELECTRONIC FILING AND COURTESY COPIES**

6 Please refer to Civil L. R. 5-4 and General Order No. 45 for the Northern District of
7 California for information relating to electronic filing procedures and requirements. All
8 documents shall be filed in compliance with the Civil Local Rules. Documents not filed in
9 compliance with those rules will not be considered by the Court.

10 BEFORE NOON ON THE NEXT BUSINESS DAY FOLLOWING THE ELECTRONIC
11 FILING, THE PARTIES ARE REQUIRED TO LODGE DIRECTLY WITH CHAMBERS ONE
12 CONFORMED, **PAPER** COPY OF EACH DOCUMENT, WHICH IS TO BE DESIGNATED
13 "**JCS'S CHAMBERS' COPY.**"

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

16 IT IS SO ORDERED.

17 Dated: November 24, 2015

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19 JOSEPH C. SPERO
Chief Magistrate Judge

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