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**STANDING ORDER FOR  
MAGISTRATE JUDGE DONNA M. RYU**  
*(Revised July 3, 2012)*

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Parties shall comply with the procedures in the Federal Rules of Civil (or Criminal) Procedure, the Northern District of California's Local Rules and General Orders, and this standing order, all of which are available at <http://www.cand.uscourts.gov>. Failure to comply with any of the rules or orders may be grounds for monetary sanctions, dismissal, entry of judgment, or other appropriate sanctions.

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**CALENDAR DATES AND SCHEDULING**

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1. Criminal motions are heard on the second and fourth Thursdays of the month at 11:00 a.m., or during the regular criminal calendar when Judge Ryu is on criminal calendar duty. Civil motions are heard on the second and fourth Thursdays of the month at 11:00 a.m. Civil case management conferences are heard on Wednesdays at 1:30 p.m. Civil pretrial conferences are heard on Wednesdays at 3:00 p.m.

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2. Parties must notice motions (other than discovery motions) pursuant to the local rules. Parties need not reserve a hearing date, but should confirm the court's availability at <http://www.cand.uscourts.gov>. The court may reset hearing dates as the court's calendar requires.

3. For scheduling questions, please call Judge Ryu's courtroom deputy, Ivy Garcia, at (510) 637-3639.

**CONSENT CASES**

4. In civil cases that are randomly assigned to Judge Ryu for all purposes, each party should file a written consent to the assignment of a United States Magistrate Judge for all purposes, or written declination of consent, as soon as possible. If a party files a dispositive motion (such as a motion to dismiss or a motion for remand), the moving party must file the consent or declination simultaneously with the motion. In no event shall the consent or declination be filed later than the deadlines specified in Civil L.R. 73-1(a)(1) and (2).

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1 **CHAMBERS COPIES AND PROPOSED ORDERS**

2 5. Pursuant to Civil L.R. 5-1(e)(7) and 5-2(b), parties must lodge an extra paper copy of certain  
3 filings and mark it as a copy for “Chambers.” Please three-hole punch the chambers copy and  
4 submit it to the Oakland Clerk’s Office.

5 6. Any stipulation or proposed order submitted by an e-filing party shall be submitted by email  
6 to [dmrpo@cand.uscourts.gov](mailto:dmrpo@cand.uscourts.gov) as a word processing attachment on the same day the document is e-  
7 filed. This address should only be used for this stated purpose unless otherwise directed by the  
8 court.

9 **CIVIL CASE MANAGEMENT**

10 7. No later than seven days before the initial case management or status conference, the parties  
11 shall file a Joint Case Management Statement in full compliance with the Court's Standing Order for  
12 All Judges of the Northern District of California governing “Contents of Joint Case Management  
13 Statement,” available on the Court’s website.

14 8. Parties may not stipulate to continue a case management or pretrial conference without court  
15 approval. Each party shall be represented **in person** at the Case Management Conference by lead  
16 trial counsel (or a party if *in pro se*), who shall be (1) prepared to address all of the matters referred  
17 to in the Northern District of California’s standing order on Joint Case Management Statements; and  
18 (2) have full authority to enter stipulations and make admissions pursuant to that order. Permission  
19 for a party to attend by telephone may be granted, in the court's discretion, upon written request  
20 made at least one week in advance of the hearing if the court determines that good cause exists to  
21 excuse personal attendance, and that personal attendance is not needed in order to have an effective  
22 conference. The facts establishing good cause must be set forth in the request.

23 9. All case management conferences are audio recorded. They are not reported by a court  
24 reporter unless counsel requests a court reporter in advance.

25 **CIVIL DISCOVERY**

26 **Discovery Disputes**

27 10. 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. Instead,

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

20 11. In the event that a discovery hearing is ordered, the court has found that it is often efficient  
21 and beneficial for counsel to appear *in person*. This provides the opportunity, where appropriate, to  
22 engage counsel in resolving aspects of the discovery dispute while remaining available to rule on  
23 any disputes that counsel are not able to resolve. For this reason, the court expects counsel to appear  
24 in person. Permission for a party to attend by telephone may be granted, in the court's discretion,  
25 upon written request made at least one week in advance of the hearing if the court determines that  
26 good cause exists to excuse personal attendance, and that personal attendance is not needed in order  
27 to have an effective discovery hearing. The facts establishing good cause must be set forth in the  
28 request.

1 12. In emergencies during discovery events (such as depositions), any party may, after exhausting  
2 good faith attempts to resolve disputed issues, seek judicial intervention pursuant to Civil L.R. 37-  
3 1(b) by contacting the court through the courtroom deputy. If the court is unavailable, the discovery  
4 event shall proceed with objections noted for the record.

5 **Privilege Logs**

6 13. If a party withholds information that is responsive to a discovery request by claiming that it is  
7 privileged or otherwise protected from discovery, that party shall *promptly* prepare and provide a  
8 privilege log that is sufficiently detailed and informative for the opposing party to assess whether a  
9 document's designation as privileged is justified. *See* Fed.R.Civ.P. 26(b)(5). The privilege log shall  
10 set forth the privilege relied upon and specify separately for each document or for each category of  
11 similarly situated documents:

12 (a) the title and description of the document, including number of pages or Bates-number  
13 range;

14 (b) the subject matter addressed in the document;

15 (c) the identity and position of its author(s);

16 (d) the identity and position of all addressees and recipients;

17 (e) the date the document was prepared and, if different, the date(s) on which it was sent to  
18 or shared with persons other than its author(s); and

19 (f) the specific basis for the claim that the document is privileged or protected.

20 Communications involving trial counsel that post-date the filing of the complaint need not be placed  
21 on a privilege log. Failure to furnish this information promptly may be deemed a waiver of the  
22 privilege or protection.

23 **SUMMARY JUDGMENT**

24 14. Motions for summary judgment shall be accompanied by a joint statement of the material  
25 facts not in dispute by citations to admissible evidence. If the parties are unable to reach complete  
26 agreement after meeting and conferring, they shall file a joint statement of the undisputed facts  
27 about which they do agree. Separate statements of undisputed facts shall not be filed and will not be  
28 considered by the court.

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**UNREPRESENTED (PRO SE) PARTIES**

15. Parties representing themselves should visit the Quick Link titled “If You Don’t Have a Lawyer” on the Court’s homepage, [www.cand.uscourts.gov](http://www.cand.uscourts.gov). The link discusses the Court’s “Legal Help Center” for unrepresented parties which is located on the 15th floor, room 2796, of the United States Courthouse, 450 Golden Gate Avenue, San Francisco.

IT IS SO ORDERED.



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DONNA M. RYU  
United States Magistrate Judge