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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

GOODWIN

No. C-12-01104-DMR

Plaintiff(s),

v.

CITY OF HAYWARD ET AL,

Defendant(s).

**ORDER SETTING CASE  
MANAGEMENT CONFERENCE AND  
CASE MANAGEMENT SCHEDULE,  
AND STANDING ORDER FOR  
MAGISTRATE JUDGE DONNA M. RYU  
[Reassigned Case]**

TO ALL PARTIES AND COUNSEL OF RECORD:

The above-entitled matter has been reassigned to the Honorable Donna M. Ryu for trial and all further proceedings. The court has reviewed the parties' June 19, 2012 joint case management conference statement [Docket No. 18], which requests a June 2013 date for a 7-day jury trial. The court hereby enters the following case management schedule:

Case Management Conference: **9/26/2012 at 1:30 p.m.**

Case Management Statement in conformance with attached Standing Order: **9/19/12.**

Jury Trial: **6/10/2013 at 8:30 a.m.** (estimated length: 7 days).

Pretrial Conference: **5/29/2013 at 3:00 p.m.**

Objections to Exhibits/Witnesses/Prop. Voir Dire Questions/Jury Instructions/Verdict

Forms/Oppositions to Motion *in limine*: **5/20/2013.**

Joint Pretrial Conference Statement/Trial Briefs: **5/10/2013.**

1 Lead Counsel to meet and confer re: Joint Pretrial Conference Statement, Exchange of Pretrial  
2 materials and Settlement: **4/30/2013**.

3 Last Day to hear dispositive motions: **3/22/2013 at 11:00 a.m.**

4 Expert Discovery to be completed by: **2/20/2013**.

5 Rebuttal Expert Disclosure to be completed by: **2/6/2013**.

6 Non-expert Discovery to be completed by: **1/23/2013**.

7 Expert Disclosure by Plaintiff and Defendants to be completed by: **1/23/2013**.

8  
9 As noted in Judge Hamilton's June 21, 2012 minute order [Docket No. 20], the previously ordered  
10 ADR process and deadline remains unchanged. The parties shall participate in court-sponsored  
11 mediation to be completed by **September 4, 2012**.

12  
13 **STANDING ORDER FOR**

14 **MAGISTRATE JUDGE DONNA M. RYU**

15 *(Revised June 28, 2012)*

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

21 **CALENDAR DATES AND SCHEDULING**

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

27 2. Parties should notice motions (other than discovery motions) pursuant to the local rules.

28 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.

1 3. For scheduling questions, please call Judge Ryu's courtroom deputy, Ivy Garcia at (510)  
2 637-3639.

3 **CONSENT CASES**

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

10 **CHAMBERS COPIES AND PROPOSED ORDERS**

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

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

18 **CIVIL CASE MANAGEMENT**

19 7. No later than seven days before the initial case management or status conference, the parties  
20 shall file a Joint Case Management Statement in full compliance with the Northern District of  
21 California's general standing order for civil cases entitled "Contents of Joint Case Management  
22 Statement," available on the Court's website.

23 8. Parties may not stipulate to continue a case management or pretrial conference without court  
24 approval. Each party shall be represented **in person** at the Case Management Conference by lead  
25 trial counsel (or a party if *in pro se*), who shall be (1) prepared to address all of the matters referred  
26 to in the Northern District of California's general standing order on Joint Case Management  
27 Statements; and (2) have full authority to enter stipulations and make admissions pursuant to that  
28 order. Permission for a party to attend by telephone may be granted, in the court's discretion, upon  
written request made at least one week in advance of the hearing if the court determines that good

1 cause exists to excuse personal attendance, and that personal attendance is not needed in order to  
2 have an effective conference. The facts establishing good cause must be set forth in the request.

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

5 **CIVIL DISCOVERY**

6 **Discovery Disputes**

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

28 11. In the event that a discovery hearing is ordered, the court has found that it is often efficient  
and beneficial for counsel to appear ***in person***. This provides the opportunity, where appropriate, to

1 engage counsel in resolving aspects of the discovery dispute while remaining available to rule on  
2 any disputes that counsel are not able to resolve. For this reason, the court expects counsel to appear  
3 in person. Permission for a party to attend by telephone may be granted, in the court's discretion,  
4 upon written request made at least one week in advance of the hearing if the court determines that  
5 good cause exists to excuse personal attendance, and that personal attendance is not needed in order  
6 to have an effective discovery hearing. The facts establishing good cause must be set forth in the  
7 request.

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

12 **Privilege Logs**

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

- 19 (a) the title and description of the document, including number of pages or Bates-number  
20 range;
- 21 (b) the subject matter addressed in the document;
- 22 (c) the identity and position of its author(s);
- 23 (d) the identity and position of all addressees and recipients;
- 24 (e) the date the document was prepared and, if different, the date(s) on which it was sent to or  
25 shared with persons other than its author(s); and
- 26 (f) the specific basis for the claim that the document is privileged or protected.

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

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**SUMMARY JUDGMENT**

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

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**UNREPRESENTED (PRO SE) PARTIES**

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

12 IT IS SO ORDERED.

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DONNA M. RYU  
United States Magistrate Judge

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## 2 STANDING ORDER FOR ALL JUDGES OF THE NORTHERN DISTRICT OF CALIFORNIA

### 3 CONTENTS OF JOINT CASE MANAGEMENT STATEMENT

4 Commencing March 1, 2007, all judges of the Northern District of California will require the  
5 identical information in Joint Case Management Statements filed pursuant to Civil Local Rule  
6 16-9. The parties must include the following information in their statement which, except in  
7 unusually complex cases, should not exceed ten pages:

- 8 1. Jurisdiction and Service: The basis for the court's subject matter jurisdiction over  
9 plaintiff's claims and defendant's counterclaims, whether any issues exist regarding personal  
10 jurisdiction or venue, whether any parties remain to be served, and, if any parties remain to be  
11 served, a proposed deadline for service.
- 12 2. Facts: A brief chronology of the facts and a statement of the principal factual  
13 issues in dispute.
- 14 3. Legal Issues: A brief statement, without extended legal argument, of the disputed points  
15 of law, including reference to specific statutes and decisions.
- 16 4. Motions: All prior and pending motions, their current status, and any anticipated motions.
- 17 5. Amendment of Pleadings: The extent to which parties, claims, or defenses are expected to  
18 be added or dismissed and a proposed deadline for amending the pleadings.
- 19 6. Evidence Preservation: Steps taken to preserve evidence relevant to the issues reasonably  
20 evident in this action, including interdiction of any document-destruction program and any  
21 ongoing erasures of e-mails, voice mails, and other electronically-recorded material.
- 22 7. Disclosures: Whether there has been full and timely compliance with the initial disclosure  
23 requirements of Fed. R. Civ. P. 26 and a description of the disclosures made.
- 24 8. Discovery: Discovery taken to date, if any, the scope of anticipated discovery, any  
25 proposed limitations or modifications of the discovery rules, and a proposed discovery plan  
26 pursuant to Fed. R. Civ. P. 26(f).
- 27 9. Class Actions: If a class action, a proposal for how and when the class will be certified.
- 28 10. Related Cases: Any related cases or proceedings pending before another judge of this  
court, or before another court or administrative body.

1 11. Relief: All relief sought through complaint or counterclaim, including the amount of any  
2 damages sought and a description of the bases on which damages are calculated. In addition, any  
3 party from whom damages are sought must describe the bases on which it contends damages  
4 should be calculated if liability is established.

5 12. Settlement and ADR: Prospects for settlement, ADR efforts to date, and a specific ADR  
6 plan for the case, including compliance with ADR L.R. 3-5 and a description of key discovery or  
7 motions necessary to position the parties to negotiate a resolution.

8 13. Consent to Magistrate Judge For All Purposes: Whether all parties will consent to have a  
9 magistrate judge conduct all further proceedings including trial and entry of judgment.

10 14. Other References: Whether the case is suitable for reference to binding arbitration, a  
11 special master, or the Judicial Panel on Multidistrict Litigation.

12 15. Narrowing of Issues: Issues that can be narrowed by agreement or by motion, suggestions  
13 to expedite the presentation of evidence at trial (e.g., through summaries or stipulated facts), and  
14 any request to bifurcate issues, claims, or defenses.

15 16. Expedited Schedule: Whether this is the type of case that can be handled on an expedited  
16 basis with streamlined procedures.

17 17. Scheduling: Proposed dates for designation of experts, discovery cutoff, hearing of  
18 dispositive motions, pretrial conference and trial.

19 18. Trial: Whether the case will be tried to a jury or to the court and the expected length of  
20 the trial.

21 19. Disclosure of Non-party Interested Entities or Persons: Whether each party has filed the  
22 “Certification of Interested Entities or Persons” required by Civil Local Rule 3-16. **In addition**,  
23 each party must restate in the case management statement the contents of its certification by  
24 identifying any persons, firms, partnerships, corporations (including parent corporations) or other  
25 entities known by the party to have either: (i) a financial interest in the subject matter in  
26 controversy or in a party to the proceeding; or (ii) any other kind of interest that could be  
27 substantially affected by the outcome of the proceeding.

28 20. Such other matters as may facilitate the just, speedy and inexpensive disposition of this  
matter.