## UNITED STATES DISTRICT COURT DISTRICT OF MARYLAND

CHAMBERS OF CHARLES B. DAY UNITED STATES MAGISTRATE JUDGE U.S. COURTHOUSE 6500 CHERRYWOOD LANE GREENBELT, MARYLAND 20770 (301) 344-0393 FAX (301) 344-0394

## **MEMORANDUM**

TO: Counsel of Record

RE: Arthur Julian v. Prince George's County, Maryland, et al.

Civil Action No. CBD-14-569

DATE: August 25, 2015

\* \* \* \* \* \* \* \* \*

This matter has been referred to me for all further proceedings. Outlined below is my policy which must be followed prior to filing any motion related to a discovery dispute.

No discovery-related motion may be filed unless the moving party has attempted in good faith, but without success, to resolve the dispute and has requested a pre-motion conference with the Court to discuss the dispute informally. The procedure for requesting a pre-motion conference is as follows:

- 1. Counsel shall notify opposing counsel of their intent to contact my chambers to request a telephone conference at least 24 hours in advance of any request.
- 2. Counsel requesting such a conference shall check the availability of all counsel and contact my chambers with available dates and times.
- 3. After a telephone conference has been scheduled, it will be the responsibility of counsel requesting the conference to initiate the call.
- 4. Counsel shall submit brief letters outlining their respective positions no later than 3:00 p.m. on the day prior to the telephone conference. The letters should not be more than 2 pages.
- 5. No official record of the conference will be made or permitted.

If the Court does not grant the request for a conference, or if the conference fails to resolve the dispute, then upon approval of the Court, a motion may be filed.

\_\_\_\_/s/

Charles B. Day United States Magistrate Judge