

1 Plaintiff Robert Werbicky (an attorney who is proceeding on his own behalf in this case) telephoned
2 the undersigned's chambers indicating, *inter alia*, that the does not know how to file a document
3 under seal. *See also* Docket No. 75 at 3 (filing by Mr. Werbicky indicating that "[t]he undersigned
4 did not know how to file under seal").

5 Mr. Werbicky's telephone call to chambers raises two problems. First, parties and counsel
6 are generally prohibited from contacting chambers *ex parte*. Local Rule 7-6(a). All parties and
7 counsel are hereby **ORDERED** to refrain from calling chambers. The Court further reminds the
8 parties and counsel that they must abide by the local rules and court orders, and that failure to do so
9 may result in severe sanctions, including dismissal of a party's claims. *See, e.g.*, Local Rule IA 4-1.

10 Second, filing documents on the CM/ECF system is not difficult. In light of Mr. Werbicky's
11 repeated assertions that he is unaware how to file under seal, the Court **ORDERS** that, no later than
12 November 19, 2014, Mr. Werbicky must provide certification that he has completed the CM/ECF
13 tutorial and is familiar with Electronic Filing Procedures, Best Practices, and the Civil & Criminal
14 Events Menu that are accessible on this Court's website, www.nvd.uscourts.gov. To the extent Mr.
15 Werbicky continues to lack sufficient knowledge on how to file a document under seal, he may
16 contact the CM/ECF Help Desk at (702) 464-5555. In light of the above, the Court hereby
17 **CONTINUES** the November 14, 2014 deadline for Plaintiffs to comply with Docket No. 101 to
18 November 21, 2014.

19 IT IS SO ORDERED.

20 DATED: November 12, 2014

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23 NANCY J. KOPPE
24 United States Magistrate Judge
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