



Questions:	Answer:
1. Attorneys	
<ul style="list-style-type: none">Are any obligations imposed on “lead” or trial counsel?	
2. Contact with Court Law Clerks	
<ul style="list-style-type: none">Are there any circumstances under which counsel or counsel’s staff can contact the Court Law Clerks?	
3. Contact with Court Secretary or Staff?	
<ul style="list-style-type: none">Are there any circumstances under which counsel or counsel’s staff can contact the Court Secretary or Staff?	
4. Service of Complaint	
<ul style="list-style-type: none">Are defendants dismissed if not timely served?	
<ul style="list-style-type: none">Are there provisions for the dismissal of “Doe” or Fictitious Defendants?	
<ul style="list-style-type: none">Is a time limit set for the filing of proof(s) of service?	
5. Removed Actions	
<ul style="list-style-type: none">Are defendants required to refile answers filed in state court?	
<ul style="list-style-type: none">Are form pleadings required to be repled?	
<ul style="list-style-type: none">Must the parties renotice any pending motions?	
<ul style="list-style-type: none">Is any party obligated to submit copies to the federal court of all pleadings filed in state court?	
6. Transferred Actions	
<ul style="list-style-type: none">Are there any rules imposing obligations on counsel concerning actions transferred from another district court?	
7. Mandatory Chambers Copies--General	
<ul style="list-style-type: none">Does the court have any rules modifying counsel’s obligation to provide Mandatory Chamber Copies of filed documents?	
8. Scheduling Hearing and Order	
<ul style="list-style-type: none">Does the Court have a rule addressing the required early meeting of counsel?	
<ul style="list-style-type: none">Does the Court have a rule addressing the early meeting report to be filed	

with the Court?	
<ul style="list-style-type: none"> Does the Court have a rule addressing the Rule 16 Scheduling Conference? 	
<ul style="list-style-type: none"> Does the Court have a rule addressing the Scheduling Order? 	
9. Motions—Scheduling and Noticing	
<ul style="list-style-type: none"> What is the Court’s general date and time for its Motion Calendar? 	
<ul style="list-style-type: none"> Does the court set how much notice must be given for the motion? 	
<ul style="list-style-type: none"> Does any rule put time limits on when a motion can be filed or heard by the court? 	
<ul style="list-style-type: none"> Is it necessary to either preclear or reserved a hearing date for a motion? 	
<ul style="list-style-type: none"> Is there a rule as to what happens if you notice a motion for a date not available? 	
<ul style="list-style-type: none"> Is there any obligation to meet and confer with opposing counsel before filing motion? 	
<ul style="list-style-type: none"> Is there any obligation to seek to resolve the motion informally with the court before filing? 	
<ul style="list-style-type: none"> Is there any obligation to receive the court’s permission before filing the motion? 	
<ul style="list-style-type: none"> Does the Court have any rules concerning either continuing the motion or taking it off calendar? 	
10. Motions--Papers	
<ul style="list-style-type: none"> Does the Court have a rule concerning the length of: <ul style="list-style-type: none"> Points and Authorities in Support of Motion Points and Authorities in Opposition to Motion Points and Authorities in Reply 	
<ul style="list-style-type: none"> Does the Court have a rule as to what pages are counted towards the total page limit? 	
<ul style="list-style-type: none"> Does the Court have a rule addressing applications to extend page limits? 	
<ul style="list-style-type: none"> Format of Papers: Does the court have a rule addressing the format of any motion related papers? <ul style="list-style-type: none"> Does the Court have a rule concerning hyperlinks? Does the Court have a rule concerning citations? 	

<ul style="list-style-type: none"> • Does the Court have a rule concerning type face? 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning spacing or margins? 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning tables of contents or table of authorities 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning how exhibits or other evidence must be submitted? 	
<ul style="list-style-type: none"> • Does the Court have a specific rule addressing the submission of Mandatory Chambers Copies of Papers submitted in connection with a pending motion? 	
11. Motions—Hearing and Submission	
<ul style="list-style-type: none"> • Does the Court have a Rule as to tentative rulings? 	
<ul style="list-style-type: none"> • Does the Court have a Rule concerning oral argument? 	
<ul style="list-style-type: none"> • Does the Court permit waiver of oral argument? 	
<ul style="list-style-type: none"> • Does the Court have a rule addressing appearances by telephone? 	
12. Motions—Ruling on the Motion/Proposed Orders	
<ul style="list-style-type: none"> • Does the Court have a rule concerning the submission of proposed orders to the Court? 	
13. Motions—Specific Motions	
<ul style="list-style-type: none"> • Does the Court have a rule concerning motions to dismiss or strike? 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning motions to amend? 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning discovery motions? 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning motions for summary judgment or adjudication? 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning ex parte motions? 	
<ul style="list-style-type: none"> • Does the Court have a rule concerning motions to continue? 	
14. Filing Under Seal	
<ul style="list-style-type: none"> • Does the court have a Rule addressing filing under seal? 	
15. Discovery	
<ul style="list-style-type: none"> • Does the court have any rules addressing the scope of discovery? 	

<ul style="list-style-type: none">• Does the court have any rules addressing the timing or amount of discovery?	
16. ADR	
<ul style="list-style-type: none">• Does the court have any rule addressing ADR (settlement conferences, mediations, arbitration, etc.)?	
17. Pretrial Filings and Requirements	
<ul style="list-style-type: none">• Does the Court have any rules addressing what the parties must do to prepare for trial?	