

**UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF NEW YORK**

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**UNITED STATES OF AMERICA**

**- against -**

**JOHN DOE/JANE DOE,**

**Defendant.**  
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**STANDING ORDER**

**\_\_\_-cr-\_\_\_(SAS)**

**SHIRA A. SCHEINDLIN, U.S.D.J.:**

This Standing Order applies to all current and future sentencing proceedings to be held before this Court. Shortly after a criminal action is initiated, and as soon as defense counsel appears in the action, the Assistant United States Attorney (“AUSA”) assigned to the case is directed to serve a copy of this Standing Order upon defense counsel.<sup>1</sup>

Pursuant to this Standing Order, a defendant wishing to make a pre-sentence submission to this Court must do so at least (7) calendar days before the date of sentence.<sup>2</sup> If the AUSA wishes to respond to the defendant’s submission, he or she must do so, or indicate that he or she does not intend do so, by 12:00 p.m. at least two (2) business days before the date of the sentence. All sentencing

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<sup>1</sup> For cases that are currently pending, the assigned AUSA is directed to serve a copy of this Standing Order upon defense counsel forthwith.

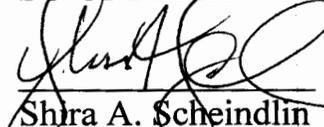
<sup>2</sup> If that date falls on a Court holiday, the due date becomes the next business day.

submissions should be filed on ECF and emailed in PDF to  
clifford\_bloomfield@nysd.uscourts.gov and  
angela\_delsignore@nysd.uscourts.gov.

*Requests for adjournments should not be filed on ECF.* Instead, such requests must be submitted in PDF to clifford\_bloomfield@nysd.uscourts.gov and angela\_delsignore@nysd.uscourts.gov. All counsel should be copied on the email. Requests for adjournments must indicate the reason for the adjournment and indicate a desired date for the adjourned conference. However, the parties must provide a list of dates and times on which all parties are available for a period of three weeks before and after the requested date of adjournment; the parties may not call chambers to request dates on which the Court is available. Requests must be made by noon, at least one week before the scheduled conference.

A failure by either a defendant or an AUSA to comply with this Standing Order will be deemed to be a waiver of the pre-sentencing submission by the non-compliant party.

SO ORDERED:

  
Shira A. Scheindlin  
U.S.D.J.

Dated: New York, New York  
October 2, 2015