

## INDIVIDUAL PRACTICES OF JUDGE FRANCIS

Unless otherwise ordered by Judge Francis, matters before Judge Francis shall be conducted in accordance with the following practices. These practices are applicable to matters before Judge Francis if the matter is within the scope of the District Judge's Order of Reference or if the case is before Judge Francis pursuant to the parties' consent under 28 U.S.C. § 636(c). Otherwise, the practices of the District Judge to whom the case is assigned apply.

### 1. Communications with Chambers

**A. Letters and Letter-Motions.** Copies of letters to chambers shall simultaneously be delivered to all counsel. All letter-motions, including requests for extensions and adjournments, shall be filed via ECF, with a courtesy copy, clearly marked as such, delivered to the Court. If a request contains sensitive or confidential information, it may be submitted by mail, facsimile, or hand in lieu of being filed electronically. Copies of correspondence between counsel shall not be sent to the Court.

**B. Telephone Calls.** Telephone calls to chambers are permitted. Call chambers at 212-805-0206.

**C. Faxes.** Faxes to chambers are permitted only if copies are also simultaneously faxed or delivered to all counsel. Except where time is of the essence, try to avoid faxing documents longer than 10 pages. Do not follow with hard copy. The fax number is 212-805-7930.

**D. Docketing, Scheduling, and Calendar Matters.** For docketing, scheduling and calendar matters, call chambers at 212-805-0206.

**E. Requests for Adjournments or Extensions of Time.** All requests for adjournments or extensions of time must be in writing and must state (1) the original date, (2) the number of previous requests for adjournment or extension, (3) whether these previous requests were granted or denied, and (4) whether the adversary consents, and, if not, the reasons given by the adversary for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed Revised Scheduling Order (reflecting only business days) must be attached. If the request is for an adjournment of a court appearance, absent an emergency it shall be made at least 48 hours prior to the scheduled appearance.

## **2. Motions**

**A. Pre-Motion Conferences in Civil Cases.** Pre-motion conferences are not required.

**B. Courtesy Copies.** Courtesy copies of all motion papers, marked as such, should be submitted to chambers.

**C. Memoranda of Law.** Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, and reply memoranda are limited to 10 pages. Memoranda of 10 pages or more shall contain a table of contents.

**D. Filing of Motion Papers.** Motion papers shall be filed promptly after service.

**E. Oral Argument on Motions.** Parties may request oral argument by letter at the time their moving or opposing or reply papers are filed. The court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

## **3. Pretrial Procedures**

**A. Joint Pretrial Orders in Civil Cases.** Unless otherwise ordered by the Court, within 30 days from the date for the completion of discovery in a civil case, the parties shall submit a joint pretrial order. In cases that are not to be tried before Judge Francis on consent, counsel shall follow the individual rules of the District Judge. In consent cases, the joint pretrial order shall include the following:

i. The full caption of the action.

ii. The names, addresses (including firm names), and telephone and fax numbers of trial counsel.

iii. A brief statement by plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction. Such statements shall include citations to all statutes relied on and relevant facts as to citizenship and jurisdictional amount.

iv. A brief summary by each party of the claims and defenses that party has asserted which remain to be tried, without recital of evidentiary matter but including citations to all statutes relied on. Such summaries shall identify all claims and defenses previously asserted which are not to be tried.

v. A statement by each party as to whether the case is to be tried with or without a jury, and the number of trial days needed.

vi. Any stipulations or agreed statements of fact or law which have been agreed to by all parties.

vii. A statement by each party as to the witnesses whose testimony is to be offered in its case in chief, indicating whether such witnesses will testify in person or by deposition.

viii. A designation by each party of deposition testimony to be offered in its case in chief, with any cross-designations and objections by any other party.

ix. A list by each party of exhibits to be offered in its case in chief, with one star indicating exhibits to which no party objects on grounds of authenticity, and two stars indicating exhibits to which no party objects on any ground.

**B. Filings Prior to Trial in Civil Cases.** Unless otherwise ordered by the Court, each party in a consent case shall file, 15 days before the date of commencement of trial if such a date has been fixed, or 30 days after the filing of the final pretrial order if no trial date has been fixed:

i. In jury cases, requests to charge and proposed voir dire questions.

ii. In nonjury cases, a statement of the elements of each claim or defense involving such party, together with a summary of the facts relied upon to establish each element; and

iii. In all cases, motions addressing any evidentiary or other issues which should be resolved in limine.