

## Handling the Federal Civil Case from Start to Finish

Thursday, May 10, 2018 — noon to 5:00

St. George

<i>Time</i>	<i>Topic/Subtopic</i>	<i>Materials</i>	<i>Presenter</i>
12:00	1- Welcome, Overview	1-1 <a href="#">General Order</a> 1-2 <a href="#">Designation of Case Numbers and Locations</a> 1-3 <a href="#">Request for Comment and FAQ</a> 1-4 <a href="#">Southern Region Web Page</a> 1-5 <a href="#">Nuffer Web Page</a> 1-6 <a href="#">Nuffer Resources Web Page</a>	David Nuffer
12:15	2- Federal Jurisdiction, Venue and Service	2-1 <a href="#">JS44 Civil Cover Sheet</a> 2-2 <a href="#">Nature of Suit Code Descriptions</a> 2-3 Federal Jurisdiction Checklist 2-4 Federal Jurisdiction Caselaw 2-5 Jurisdiction Story Problems 2-6 <a href="#">Fed. R. Civ. P. 4(d)</a> 2-7 <a href="#">Waiver of Service Form</a> 2-8 Removal of Civil Action <a href="#">28 U.S.C. § 1441</a> 2-9 Procedure for Removal <a href="#">28 U.S.C. § 1446</a> 2-10 <a href="#">How to Remove a Case to Federal Court (ABA)</a> 2-11 Sample Notice of Removal	Jon Hafen
12:40	<i>Chambers action when jurisdiction is in question</i>	2-12 Sample Order to Show Cause 2-13 Sample Order to Show Cause and Grant of Limited Discovery	Andrew Munson
12:45	3- The Basics	3-1 PowerPoint Slides 3-2 <a href="#">D. Utah Web Page</a> 3-3 <a href="#">D. Utah Attorney Admissions Web Page</a> 3-4 <a href="#">Motion for Attorney Admission, Order, and Registration Card</a> 3-5 <a href="#">Pro Hac Vice Instructions and Forms</a> 3-6 <a href="#">Federal Bar Association Web Page</a> 3-7 <a href="#">Federal Bar Association News Letter (2018)</a> 3-8 <a href="#">D. Utah Local Civil Rules Web Page</a> 3-9 Local Discipline Rules <a href="#">DUCivR 83-1.5</a> 3-10 <a href="#">Utah Ethics Advisory Opinion 17-04 re: Pro Hac Vice</a> 3-11 <a href="#">CM/ECF Resources Web Page</a> 3-12 <a href="#">CM/ECF Registration Form</a> 3-13 D. Utah Local Sealed Cases and Documents Rules <a href="#">DUCivR 5-2</a> and <a href="#">5-3</a> 3-14 Sealed E-filing and Conventional Filing 3-15 <a href="#">How to E-file Sealed Documents</a> 3-16 <a href="#">Sealed Conventional Filing Checklist</a> 3-17 Top 10 Help Desk Problems 3-18 <a href="#">Initiating a New Civil Case</a> 3-19 Sample Caption and Case Number 3-20 Sample Fee Payment Docket Text 3-21 Sample Summons and Proof of Service Docket Text	Anne Morgan Jeff Taylor
1:15	<b>BREAK</b>		

<b>1:30</b>	<b>4- Temporary Restraining Orders</b>	4-1 Standard TRO Docket Text Order 4-2 <a href="#">Utah Standards of Professionalism and Civility Excerpts</a>	<b>Andrew Munson</b>
<b>1:40</b>	<b>5- Substantive Work of Magistrate Judges in Civil Cases</b>	5-1 Consent Case Report 2017 5-2 <a href="#">Magistrate Consent Form</a> 5-3 Sample Consent Docket Text 5-4 Wine and Cheese: Magistrate Judge and District Judge Pairings 5-5 Civil Motion Referral and Unreferral 5-6 Sample "A" Referral Docket Text 5-7 Nondispositive v. Dispositive Matters 5-8 Sample "B" Referral Docket Text 5-9 <a href="#">Mediation Primer</a> 5-10 <a href="#">Motion to Refer Template</a> 5-11 Sample Motion to Refer 5-12 <a href="#">Reference Order Template</a> 5-13 Sample Reference Docket Text Order 5-14 Sample Mediation Order	<b>Mag. Judge Dustin Pead</b>
<b>2:00</b>	<b>6- Civil Scheduling</b>	6-1 <a href="#">Civil Scheduling Web Page</a> 6-2 Order to Propose Schedule 6-3 <a href="#">Attorney Planning Meeting Form</a> 6-4 <a href="#">Proposed Scheduling Order Form</a> 6-5 Scheduling Order Deadline Procedures 6-6 <a href="#">Making a Clawback Agreement Effective Against Third Parties</a> 6-7 Sample Docket Text Postponing Scheduling Conference 6-8 Sample Order Denying Stay and Granting Extension of Time	<b>David Nuffer</b>
<b>2:15</b>	<b>7- Utah Federal Discovery Practice</b>	7-1 D. Utah Local Discovery Disputes Rule <a href="#">DUCivR 37-1</a> 7-2 Short Form Flow Chart 7-3 Sample Order re Failure to Comply 7-4 D. Utah Local Deposition Objections Rule <a href="#">DUCivR 30-1</a> 7-5 'Make Depositions Less Strange!' 7-6 D. Utah Local Standard Protective Order Rule <a href="#">DUCivR 26-2</a> 7-7 <a href="#">Standard Protective Order</a> 7-8 Draft Revised Standard Protective Order 7-9 <a href="#">Fed. R. Civ. P. 26(b)(5)(A)(ii)</a>	<b>Mag. Judge Dustin Pead</b>
<b>2:35</b>	<b>8- Utah Federal Civil Motion Practice</b>	8-1 D. Utah Local Motions and Memoranda Rule <a href="#">DUCivR 7-1</a> 8-2 D. Utah Local Summary Judgment Rule <a href="#">DUCivR 56-1</a> 8-3 Expedited Treatment of Motions 8-4 D. Utah Local Filing Deadlines Rule <a href="#">DUCivR 6-1</a> 8-5 D. Utah Local Clerk Orders and Judgments Rule <a href="#">DUCivR 77-2</a> (will be revised) 8-6 <a href="#">Utah Standards of Professionalism and Civility Excerpts</a> 8-7 Standard Email to Counsel 8-8 <a href="#">Order Template</a> 8-9 Summary Judgment Instructions 8-10 <a href="#">Suggestions for Accessible Documents</a>	<b>Anne Morgan Jeff Taylor Andrew Munson</b>
<b>3:00</b>	<b>BREAK</b>		

<b>3:15</b>	<b>9- All About Trial</b>	9-1 <a href="#">Civil Jury Trial Order</a> 9-2 <a href="#">Civil Bench Trial Order</a> 9-3 Sample Motion in Limine 9-4 Sample Docket Text Order 9-5 <a href="#">Deposition Designation Form</a> 9-6 Sample Deposition Designation 9-7 <a href="#">Nuffer Web Page</a> 9-8 <a href="#">Juror Contact Order</a> 9-9 Post-Verdict Instruction 9-10 <a href="#">Jury Selection Procedures</a> 9-11 <a href="#">Civil Advance Juror Questionnaire</a> 9-12 <a href="#">Civil Juror Questionnaire</a> 9-13 <a href="#">Sample Optional Supplemental Juror Questionnaire</a> 9-14 Photos of Courtroom 9-15 Sample Special Verdict Form	<b>David Nuffer / Andrew Munson</b>
<b>3:45</b>	<b>10- The Bankruptcy Adversary Proceeding</b>	10-1 Adversary Proceeding Diagram 10-2 Appeal Guidelines to BAP 10-3 Appeal Guidelines to District Court	<b>Bankruptcy Judge William T. Thurman</b>
<b>4:05</b>	<b>11- Civil Cases Involving the United States</b>	11-1 Guide to Suing the United States	<b>Jared Bennett</b>
<b>4:25</b>	<b>12- How Your Client Might Be Involved in an SEC Case</b>	12-1 Whistleblower Program 12-2 <a href="#">SEC Whistleblower Web Page</a> 12-3 <a href="http://www.utfraud.com">www.utfraud.com</a> 12-4 <a href="http://www.investor.com">www.investor.com</a> 12-5 <a href="http://www.sec.gov">www.sec.gov</a>	<b>Tanya Beard</b>
<b>4:45</b>	<b>13- Ethical Communications with Chambers and Clerk's Office</b>	13-1 Ex Parte Communications Rules 13-2 An Attorney Calls Chambers . . . 13-3 D. Utah Local Pro Bono Agreement Rule <a href="#">DUCivR 83-1.1(b)(3)</a> 13-4 Pro Bono Volunteer Form	<b>Andrew Munson Anne Morgan</b>
<b>4:55</b>	<b>Adjourn</b>		<b>David Nuffer</b>

Practice reference <http://www.federalpracticemanual.org/>