Handling the Federal Civil Case from Start to Finish Table of Contents

1- Brief Review of Southern Region

- 1-1 General Order
- 1-2 Designation of Case Numbers and Locations
- 1-3 Request for Comment and FAO
- 1-4 Southern Region Web Page
- 1-5 Nuffer Web Page
- 1-6 Nuffer Resources Web Page

2- Federal Jurisdiction, Venue, and Service

- 2-1 JS44 Civil Cover Sheet
- 2-2 Nature of Suit Code Descriptions
- 2-3 Federal Jurisdiction Checklist
- 2-4 Federal Jurisdiction Caselaw
- 2-5 Jurisdiction Story Problems
- 2-6 Fed. R. Civ. P. 4(d)
- 2-7 Waiver of Service Form
- 2-8 Removal of Civil Action 28 U.S.C. § 1441
- 2-9 Procedure for Removal 28 U.S.C. § 1446
- 2-10 How to Remove a Case to Federal Court (ABA)
- 2-11 Sample Notice of Removal
- 2-12 Sample Order to Show Cause
- 2-13 Sample Order to Show Cause and Grant of Limited Discovery

3- The Basics

- 3-1 PowerPoint Slides
- 3-2 D. Utah Web Page
- 3-3 D. Utah Attorney Admissions Web Page
- 3-4 Motion for Attorney Admission, Order, and Registration Card
- 3-5 Pro Hac Vice Instructions and Forms
- 3-6 Federal Bar Association Web Page
- 3-7 Federal Bar Association News Letter (2018)
- 3-8 D. Utah Local Civil Rules Web Page
- 3-9 Local Discipline Rules DUCivR 83-1.5
- 3-10 Utah Ethics Advisory Opinion 17-04 re: Pro Hac Vice
- 3-11 CM/ECF Resources Web Page
- 3-12 CM/ECF Registration Form
- 3-13 D. Utah Local Sealed Cases and Documents Rules DUCivR 5-2 and 5-3
- 3-14 Sealed E-filing and Conventional Filing
- 3-15 How to E-file Sealed Documents
- 3-16 Sealed Conventional Filing Checklist
- 3-17 Top 10 Help Desk Problems
- 3-18 Initiating a New Civil Case
- 3-19 Sample Caption and Case Number
- 3-20 Sample Fee Payment Docket Text
- 3-21 Sample Summons and Proof of Service Docket Text

4- Temporary Restraining Orders

- 4-1 Standard TRO Docket Text Order
- 4-2 Utah Standards of Professionalism and Civility Excerpts

5- Substantive Work of Magistrate Judges in Civil Cases

- 5-1 Consent Case Report 2017
- 5-2 Magistrate Consent Form
- 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 Mediation Primer
- 5-10 Motion to Refer Template
- 5-11 Sample Motion to Refer
- 5-12 Reference Order Template
- 5-13 Sample Reference Docket Text Order
- 5-14 Sample Mediation Order

6- Civil Scheduling

- 6-1 Civil Scheduling Web Page
- 6-2 Order to Propose Schedule
- 6-3 Attorney Planning Meeting Form
- 6-4 Proposed Scheduling Order Form
- 6-5 Scheduling Order Deadline Procedures
- 6-6 Making a Clawback Agreement Effective Against Third Parties
- 6-7 Sample Docket Text Postponing Scheduling Conference
- 6-8 Sample Order Denying Stay and Granting Extension of Time

7- Utah Federal Discovery Practice

- 7-1 D. Utah Local Discovery Disputes Rule DUCivR 37-1
- 7-2 Short Form Flow Chart
- 7-3 Sample Order re Failure to Comply
- 7-4 D. Utah Local Deposition Objections Rule **DUCivR 30-1**
- 7-5 'Make Depositions Less Strange!'
- 7-6 D. Utah Local Standard Protective Order Rule **DUCivR 26-2**
- 7-7 Standard Protective Order
- 7-8 Draft Revised Standard Protective Order
- 7-9 Fed. R. Civ. P. 26(b)(5)(A)(ii)

8- Utah Federal Civil Motion Practice

- 8-1 D. Utah Local Motions and Memoranda Rule DUCivR 7-1
- 8-2 D. Utah Local Summary Judgment Rule DUCivR 56-1
- 8-3 Expedited Treatment of Motions
- 8-4 D. Utah Local Filing Deadlines Rule <u>DUCivR 6-1</u>
- 8-5 D. Utah Local Clerk Orders and Judgments Rule <u>DUCivR 77-2</u> (will be revised)
- 8-6 <u>Utah Standards of Professionalism and Civility Excerpts</u>
- 8-7 Standard Email to Counsel
- 8-8 Order Template
- 8-9 Summary Judgment Instructions
- 8-10 Suggestions for Accessible Documents

9- All About Trial

- 9-1 Civil Jury Trial Order
- 9-2 Civil Bench Trial Order
- 9-3 Sample Motion in Limine
- 9-4 Sample Docket Text Order

9- All About Trial (cont.)

- 9-5 Deposition Designation Form
- 9-6 Sample Deposition Designation
- 9-7 Nuffer Web Page
- 9-8 Juror Contact Order
- 9-9 Post-Verdict Instruction
- 9-10 Jury Selection Procedures
- 9-11 Civil Advance Juror Questionnaire
- 9-12 Civil Juror Questionnaire
- 9-13 Sample Optional Supplemental Juror Questionnaire
- 9-14 Photos of Courtroom
- 9-15 Sample Special Verdict Form

10- The Bankruptcy Adversary Proceeding

- 10-1 Adversary Proceeding Diagram
- 10-2 Appeal Guidelines to BAP
- 10-3 Appeal Guidelines to District Court

11- Civil Cases Involving the United States

11-1 Guide to Suing the United States

12- How Your Client Might Be Involved in an SEC Case

- 12-1 Whistleblower Program
- 12-2 SEC Whistleblower Web Page
- 12-3 www.utfraud.com
- 12-4 www.investor.com
- 12-5 www.sec.gov

13- Ethical Communications with Chambers and Clerk's Office

- 13-1 Ex Parte Communications Rules
- 13-2 An Attorney Calls Chambers . . .
- 13-3 D. Utah Local Pro Bono Agreement Rule DUCivR 83-1.1(b)(3)
- 13-4 Pro Bono Volunteer Form