

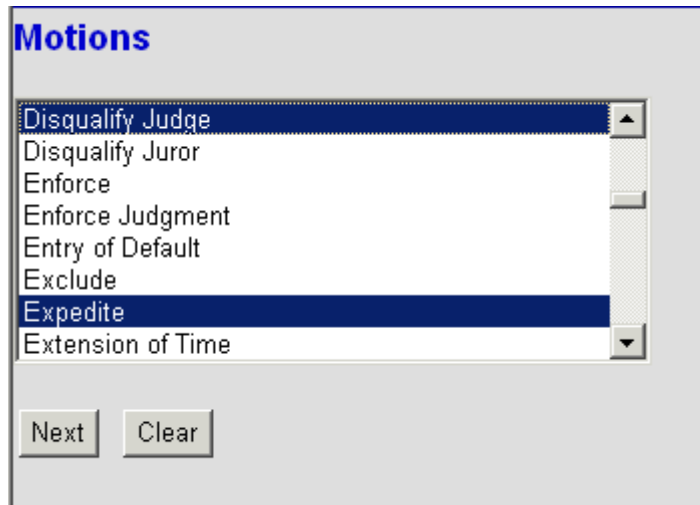
November 1, 2016

**U.S. DISTRICT COURT FOR THE DISTRICT OF UTAH
JUDGES E-FILING INFORMATION & REMINDERS**

- **Consensus of Judges-** E-mail all proposed orders in Word or Word Perfect to chambers. Email addresses are on our website under Judges>E-mail Addresses. Make sure the case number and/or case name are in the subject line when emailing proposed orders. Also, attach a PDF copy of the proposed order when filing the motion in CM/ECF. (See Refer to Section II(G) of the CM/ECF and E-Filing [Administrative Procedures Manual](#).)
- **E-mailing proposed scheduling orders – initial** proposed scheduling orders should be emailed directly to the chambers of Senior Judge Bruce S. Jenkins and Senior Judge David Sam. For all other judges send to jpt@utd.uscourts.gov. Any proposed **amended** scheduling orders should be emailed to the appropriate district or magistrate judge’s chambers after being filed as an attachment to the motion to amend.
- **Judge David Nuffer** - Make sure to link attachments appropriately by a descriptive name to the underlying motion, i.e., Smith Declaration instead of Exhibit 1. Include a list of exhibits in the document.
When a sealed document is delivered to the clerk’s office an electronic copy should be delivered as well, and emailed to chambers at the same time.
Please do not deliver paper courtesy copies for Judge Nuffer’s chambers.

If expedited treatment of a motion is desired, counsel should secure consent of counsel to an expedited schedule or move for an expedited schedule, submitting a proposed order for expedited treatment. Orders for Expedited Treatment of Motion [Sample 1](#) [Sample 2](#)

In CM/ECF, be sure to specify that the motion seeks to *Expedite*, as well as seeks the relief sought. (*Control-click* to select all applicable types of relief.)



[Suggestions for Accessible Documents](#) (pdf)

- **Judge David Nuffer** - Attorneys are not properly adding to the docket text to reflect the document being filed or not being specific enough within the docket text. Make sure to title documents concisely and clearly.
- **Judge David Nuffer** - Know the difference between a 636(b)(1)(A) and a 636(b)(1)(B) referral.
 - ⦿ Route proposed orders correctly either to the District Judges or Magistrate Judges depending on the reference of the case.
 - ⦿ An “A” referral allows the Magistrate Judges to consider all NON-DISPOSITIVE Motions ie Motions to Compel, for Protective Order, to Amend (if NOT related to a dispositive motion, etc.)
 - ⦿ A “B” referral allows the Magistrate Judge to consider dispositive motions and create a Report and Recommendation on Dispositive Motions ie: Motions to Dismiss, Motions for Summary Judgment, Motion for Judgment on the Pleadings, etc.
 - ⦿ Ancillary motions such as Motion for Extension of Time and Leave to File Overlength Memoranda will be decided by the judge who is considering the motion to which the ancillary motion pertains. That is, a motion to file an overlength summary judgment memorandum will be decided by the district judge in an A referral case and by the magistrate judges in a B referral case. You may consult www.utd.uscourts.gov/judges/Motions_Referral_public.pdf.
- **Judge Clark Waddoups** - Requires a hard copy of all dispositive motions, preferably provided at the time of filing in CM/ECF but no later than the conclusion of briefing. Copies should be double-sided and printed from CM/ECF so that the court’s docket header and page numbering are visible. If counsel prefers, black and white exhibits to dispositive motions printed from CM/ECF can be replaced by color copies. If exhibits to any filing exceed twenty (20) documents and/or are voluminous in nature, counsel are instructed to provide an index of the exhibits (which should be attached to the filing) and, if possible, provide a CD containing a searchable version of those exhibits. See [DUCivR 56-1](#) for requirements for motions for summary judgment.
- **Judge Clark Waddoups** - Hearings are generally not scheduled until all briefing on a matter has been completed. Then, cases are typically scheduled in the order that briefing is completed
- **Judge Robert J. Shelby** – Parties generally should refer to the District of Utah’s CM/ECF and E-filing Administrative Procedures Manual. As further guidance, paper copies of all dispositive motions, memoranda, responses, and exhibits should be delivered directly to chambers at the time the document is filed. Regarding proposed orders, these should be submitted at the time a motion is filed, both on the docket and emailed in a word processing-editable format (either WordPerfect or, preferably, in Microsoft Word) to utdecf_shelby@utd.uscourts.gov. All emails must be copied to all counsel. Proposed orders must refer to the docket entry number(s) for the motion(s) resolved.
- **Judge Jill N. Parrish** - Litigants need not provide courtesy copies of motions or memoranda filed with the court. But at the time of filing, parties must supply the court with one hard copy of the exhibits supporting a motion for summary judgment or a response to a motion for summary judgment. Parties should also provide a courtesy copy of exhibits supporting any other motion or memorandum

if the exhibits are both voluminous and necessary to the resolution of the motion before the court. The exhibits should be tabbed, indexed, and placed in a three-ring binder or velobound.

- **Judge Dale A. Kimball** - Requires hard copies of all dispositive motions/memoranda with exhibits exceeding 10 pages, ideally in a three-ring binder, with the exhibits tabbed
- **Judge Dale A. Kimball** - Do not submit courtesy copies held together with a rubber band. Fasten the document as necessary and include tabs for each exhibit
- **Judge Dale A. Kimball** - There seems to be a misunderstanding about what types of proposed orders should be attached to a motion. Refer to Section II(G) of the Administrative Procedures
- **Judge Dale A. Kimball** - Pleadings are mis-labeled. The most re-current mistake seems to be calling a “motion” a “request” or “notice”. Because these don’t appear on the pending motions report, they can easily fall through the cracks if the attorney is asking the court to do something
- **Judge Tena Campbell** - Courtesy copies of dispositive motion and accompanying memoranda and exhibits should be delivered to chambers when they are e-filed with the clerk of court. Please do not deliver a binder of motions and exhibits to chambers the day before or the day of the hearing on the dispositive motion.
- **Judge Ted Stewart** – Hearings are generally not scheduled until briefing is complete. Courtesy copies are not required, but are appreciated. Any courtesy copy should be submitted as soon as practical after the document has been filed. Parties should not wait until just before the hearing to submit courtesy copies.
- **Judge Brooke C. Wells** - Requires hard copies of all dispositive motions/memoranda with exhibits exceeding 10 pages, preferably in a three-ring binder, with exhibits tabbed and a table of contents. Hard copies are to be delivered to chambers directly at least twenty (20) days before the scheduled hearing
- **Judge Brooke C. Wells** - parties should submit proposed findings and orders to chambers via email. This should be done for all motions including those that are not ruled on during a hearing
- **Judge Evelyn Furse** – Judge Furse handles initial scheduling matters for all district judges, with the exception of Judges Jenkins and Sam, but is not necessarily the “referred magistrate judge” on a case when she does so. Attorneys should not add her name to the caption unless there has been an order referring the case to her.