

**UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NEVADA**

United States District Judge Andrew P. Gordon's Civil Standing Order No. 1

This Order establishes requirements and procedures for all civil cases assigned to Judge Gordon. A copy of this Order can be found on the District of Nevada's website, linked to the biography of Judge Gordon.

Filings

1. PDF Format

In accordance with Special Order 109 (III)(F)(1), counsel are directed to file documents in a searchable PDF format with optical character recognition ("OCR") performed, except exhibits and/or attachments. While not required by the Local Rules, Judge Gordon appreciates receiving exhibits and/or attachments which have also been scanned and that are OCR searchable. Further instruction is available in Special Order 109, available at <http://www.nvd.uscourts.gov/Files/ElectronicFilingProcedures.pdf>.

2. Exhibits

To the extent practical, counsel should append exhibits to court filings separately in the Court's CM/ECF system. Exhibits should generally not be attached together as one file; rather, each exhibit should be uploaded separately.

Motions in Limine: Counsel must meet and confer in good faith prior to filing any Motions in Limine, and certify in the Motion that a good faith conference occurred.

Courtesy Copies

All courtesy copies of filing should be delivered to Judge Gordon's chambers. Courtesy copies should be bound together, either by placing in a three-ring binder or by some other form of binding (e.g. staples, Acco fastener, etc.). Loose-leaf, clipped courtesy copies will not be accepted. Exhibits should be divided by easily accessible tabs.

Request for Stay

When a request for stay is granted, any pending motions will automatically be DENIED without prejudice, unless otherwise stated. When the stay is lifted, any party may move to reinstate the previously pending motions. Additional briefing is not required but may be granted.

Hearings or Oral Argument

Motion hearings will not be automatically scheduled. Requests for a hearing may simply be asserted on the front page directly under the title of the motion, response or reply: (Hearing Requested). However, motions will generally be resolved without a hearing if no just cause for a hearing is presented. DO NOT file a "Motion for a Hearing."

Technology Policy

Cell phones, iPads, laptops and printers are allowed in the courtroom to assist attorneys to review their calendars for scheduling future court hearings and to assist with presentation of evidence or argument during hearings or trial. However, these devices must be turned off until permitted by the judge, to avoid interfering with the court recording equipment.

Civil Trial Dates

Trial will be scheduled after conclusion of the settlement conference or submission of joint pre-trial order, if no settlement is reached. While the Court will try to accommodate the dates provided by the parties in their Joint Status Report or Joint Pre-Trial Order, trial will be scheduled based on the first available trial stack on the Court's calendar.

Order Regarding Trial

Judge Gordon's standard Order Regarding Trial (ORT") will be filed shortly before trial. Parties should direct questions about the ORT or questions about other trial related matters directly to Judge Gordon's Courtroom Deputy, Melissa Johansen.

IT IS SO ORDERED.

Dated:

ANDREW P. GORDON
UNITED STATES DISTRICT JUDGE