

Chambers Practices of The Honorable Gloria M. Navarro United States District Judge

Policies and Preferences

Courtesy Copies

Judge Navarro maintains a paperless chamber. Please refrain from providing courtesy copies to chambers unless specifically requested.

PDF Format

In accordance with **Special Order 109 (III)(F)(1)** counsel is directed to file documents in a searchable PDF format, with the exception of exhibits and/or attachments. While not required by the Local Rules, Judge Navarro appreciates receiving exhibits and/or attachments which have also been scanned and Optical Character Recognition (OCR) performed, making the exhibits and attachments searchable as well. Counsel is directed to refer to the above rule for further instruction.

Motion Practice – Prioritization of Motions

- **Non-dispositive Motions:** Non-dispositive motions will generally be referred to the Magistrate Judge assigned to the case.
- **Dispositive Motions:** Jurisdictional motions such as Motions to Remand and Motions for Lack of Personal or Subject Matter Jurisdiction will be addressed before other motions in an effort to diminish the need for the parties to engage in unnecessary discovery.

Proposed Orders

Parties are requested to submit a **Proposed Order** for all stipulations and unopposed motions including a Motion for Default Judgment. The proposed order may be attached as an exhibit or filed as a separate document.

Requests for Continuance or Extension of Time

Judge Navarro will generally deny a stipulation or motion for a continuance or extension of time. Such requests may be granted only in extraordinary circumstances if just cause is presented.

Request for Stay

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

Hearings for 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 is presented.

Telephonic Appearance or Video Conferencing

Judge Navarro will generally grant a request to appear by telephone or video so long as just cause is provided.

Technology Policy

Cell phones should always be turned off while court is in session. Audio, video and photo recording of court proceedings is strictly prohibited.

However, cell phones, iPads, laptops and printers are allowed in the courtroom to assist attorneys to review their calendars for scheduling of future court hearings and to assist with presentation of evidence or argument during hearings or trial. Other devices which cause feedback or otherwise interfere with the court recording equipment may not be used at all. Judge Navarro's Court Recorder, Araceli Bareng can be reached at (702) 464-5439.

Attorneys are encouraged to use the resources available in the courtroom for presentations. Training can be arranged by calling Judge Navarro's Courtroom Deputy, **Aaron Blazeovich** at (702) 464-5421, or emailing him at Aaron_Blazeovich@nvd.uscourts.gov.

Civil Trial Dates

Trial will be scheduled after conclusion of the settlement conference, to the extent no settlement is reached, using the dates provided by the parties in their Joint Status Report or Joint Pre-Trial Order. Dispositive motions will be resolved by the Court prior to the trial date.

Order Regarding Trial

Judge Navarro's standard Order Regarding Trial ("ORT") will be filed in every case as soon as it is scheduled for trial. Parties should direct questions about the ORT or questions about other trial related matters directly to Judge Navarro's Courtroom Deputy, **Aaron Blazeovich**, by calling (702) 464-5421, or via email at Aaron_Blazeovich@nvd.uscourts.gov.

Settlement & Pretrial Conferences

Generally, a case will be referred to the assigned Magistrate Judge for a settlement conference pursuant to Local Rule 16-5 after dispositive motions are fully briefed. In those cases, Judge Navarro will usually stay the ruling and provide the parties an opportunity to participate in the settlement conference before the dispositive motions are addressed. If no dispositive motions are filed, the case will generally be referred for a settlement conference as soon as the Joint Pretrial Order is filed. However, parties may file a written request for an early pretrial conference pursuant to Local Rule 16-2