

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

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## **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 in accordance with General Order 2018-02.**

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 audio and visual resources available in the courtroom for presentations. Training can be arranged by calling Judge Navarro's Courtroom Deputy, **Nick Vaglio** at (702) 464-5472, or emailing him at [Nicholas.Vaglio@nvd.uscourts.gov](mailto:Nicholas.Vaglio@nvd.uscourts.gov).

## **Communications with the Court**

Counsel and parties are highly discouraged from contacting Judge Navarro's chambers directly—especially regarding case-related matters—except as provided for in LR IA 7-1(a). Parties should contact the **Clerk's Office** at (702) 464-5400 or Judge Navarro's Courtroom Deputy, **Nick Vaglio** at (702) 464-5472, with any case related questions.

## **Courtesy Copies**

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

## **PDF Format**

In accordance with Local Rule IC 2-2(a)(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 generally 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 which lacks justification. 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 with leave of court.

## **Motions to Seal**

Motions to seal must comply with LR IA 10-5. Additionally, when submitting a motion to seal, the filing party must state whether the compelling reasons or good cause standard applies and explain why the public right to access is outweighed. *See Kamakana v. City & Cnty. of Honolulu*, 447 F.3d 1172, 1178 (9th Cir. 2006); *see also Ctr. for Auto Safety v. Chrysler Grp., LLC*, 809 F.3d 1092, 1096 (9th Cir. 2016). Failure to explain, with specificity, may result in the Court denying the motion to seal.

## **Petitions for Pro Hac Vice**

Petitions for pro hac vice must comply with LR IA 11-1. The petitioning attorney must submit certificates of good standing, *issued within six months before the date of filing the verified petition*, from the state bar or from the clerk of the supreme court or highest admitting court of every state or territory in the U.S. in which the applicant has been admitted to practice law. Additionally, all petitions must include signatures from the petitioning attorney, local counsel,

and the party(s) who retained the attorneys. Failure to comply with the local rules may result in denial of the petition and petitioner's requirement to repay the filing fee.

### **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, to promote efficiency, motions will generally be resolved without a hearing if no just cause is presented.

Judge Navarro strongly encourages lead counsel to permit more junior attorneys to examine witnesses at trial and hearings and to appear for oral argument. To encourage training opportunities for junior attorneys, Judge Navarro will be more likely to grant hearings when the term, "Junior Attorney" is included under "Hearing Requested."

### **Telephonic Appearance or Video Conferencing**

Requests for telephonic appearances or video hearings shall be filed on the docket to provide notice to parties and the public. All requests must be made no later than two business days before the hearing. Arrangements can be made by contacting Judge Navarro's Courtroom Deputy, **Nick Vaglio**, at (702) 464-5472, or emailing him at [Nicholas.Vaglio@nvd.uscourts.gov](mailto:Nicholas.Vaglio@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. An alternate Magistrate Judge will be assigned to preside over the early pretrial conference.

### **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, **Nick Vaglio**, by (702) 464-5472, or emailing him at [Nicholas\\_Vaglio@nvd.uscourts.gov](mailto:Nicholas_Vaglio@nvd.uscourts.gov).