

Chambers Practices of United States District Judge Anne R. Traum
Effective July 13th, 2023

Courtroom Administrator: Katie Sutherland
Tel: (775) 686-5758; email: katie_sutherland@nvd.uscourts.gov

This Standing Order establishes requirements and procedures for all cases assigned to Judge Traum.

Counsel and *pro se* parties (those unrepresented by an attorney) must familiarize themselves with the Local Rules of Practice for the District of Nevada as well as the individual rules prescribed by this Order. The Local Rules can be found on the court’s website. A party’s failure to follow the Local Rules may result in their filings being stricken, possible sanctions under LR IA 11-8, and other appropriate penalties.

Table of Contents

I. Applicability	2
II. Construction.....	2
III. Court Filings	2
1. Paperless	2
2. Manual Filings	2
3. Text-Searchable Submissions.....	2
4. Requests for Hearings.....	2
IV. Civil Cases	3
1. Remote Appearances.....	3
2. Effect of Stays on Pending Motions.....	3
3. Settlement Conferences and Civil Trial Dates	3
4. Consent to Trial by a Magistrate Judge.....	3
V. Communications with Chambers.....	4
1. Telephone Calls and Emails	4
2. Urgent Communications.....	4

I. APPLICABILITY

This Order sets forth the procedures that govern all cases assigned to this Court. This Order applies to all counsel in cases before this Court, their clients, and any party representing themselves *pro se*. The terms of this Order shall have the force and effect of orders of the Court from this date forward.

II. CONSTRUCTION.

These procedures supplement the Federal Rules of Civil Procedure (“FRCP”) and Local Rules of Practice of the United States District Court for the District of Nevada (“Local Rules”). In the event there is an inconsistency between this Order and the Local Rules or the Federal Rules of Civil Procedure, the terms of this Order control. If the case was previously assigned to a different district judge, these procedures replace those that previously controlled, but only as to filings and hearings from the date of reassignment forward.

III. COURT FILINGS

1. Paperless

Judge Traum maintains a paperless chambers. Please refrain from providing courtesy copies to chambers unless specifically requested. Litigants need not comply with LR IC 2-2(g) or LR IA 10-3(i) when filing electronically.

2. Manual Filings

Counsel are directed to send courtesy copies of manual filings to Judge Traum’s chambers in Reno, Nevada, regardless of whether the case is a Las Vegas or Reno case. Courtesy copies of manual filings in electronic format should be provided on a USB flash drive instead of a compact disc. Manual filings shall be received in the Clerk’s Office, 400 S. Virginia Street, Room, 301, Reno, NV 89501. Regarding courtesy copies of exhibits and/or attachments that cannot be transmitted electronically, counsel should contact the Courtroom Administrator before delivering to chambers.

3. Text-Searchable Submissions

In accordance with LR IA 10-1 and LR IC 2-2, counsel is directed to file all documents in a searchable PDF format, except for exhibits and/or attachments that cannot be imaged in a searchable format.

4. Requests for Hearings

There are two types of hearings: (1) oral argument and (2) evidentiary hearings. At oral argument, the Court only hears arguments from

counsel and does not hear witness testimony or examine exhibits. In an evidentiary hearing, witnesses, exhibits, and other evidence may be presented. If a party seeks oral argument or an evidentiary hearing, counsel must include the phrase “Oral Argument Requested” or “Evidentiary Hearing Requested” in the heading of the pleading which requests the oral argument or evidentiary hearing. The Court will not automatically schedule oral argument or an evidentiary hearing upon request. Counsel will be contacted by the Court to schedule a hearing if the Court believes, upon review of the record, that a hearing will be helpful in resolving the motion. A request to continue the date of a hearing must be made at least seven (7) days before the date of the hearing unless good cause is shown.

IV. CIVIL CASES

1. Remote Appearances

Judge Traum will generally grant requests to appear by telephone or video so long as good cause is provided by the party making that request.

2. Effect of Stays on Pending Motions

When a request for stay is granted, any pending motions will 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 permitted.

3. Settlement Conferences and Civil Trial Dates

Generally, all civil cases will be referred to the assigned Magistrate Judge for a settlement conference after dispositive motions are resolved. The parties may file a written request for an early settlement conference or pretrial conference under LR 16-2. Trial will be scheduled after submission of the joint pretrial order. While Judge Traum will try to accommodate the dates provided by the parties, trial will be scheduled based on the first available trial stack.

4. Consent to Trial by a Magistrate Judge

Parties are encouraged to consent to a trial by a magistrate judge, as doing so may expedite the trial process. Please see LR IB 2-2 for more information.

V. COMMUNICATIONS WITH CHAMBERS

1. Telephone Calls and Emails

For docketing, scheduling, or calendar matters, please call or email the Courtroom Administrator. *Ex parte* telephone calls to chambers about the substance of cases are prohibited, except when permitted by court order or the Federal Rules of Civil or Criminal Procedure. See LR IA 7-2.

2. Urgent Communications

If a submission requires immediate attention, please notify the Courtroom Administrator by telephone after filing on ECF.