

## MAGISTRATE JUDGE JEANNE J. GRAHAM

### PRACTICE POINTERS AND PREFERENCES

#### *Contact with Chambers*

You may contact her judicial assistant, Judith Kirby, or her law clerks if you have questions about her practice pointers and preferences. Please read notices from the court carefully as specific rules and court location will be indicated.

Members of Magistrate Judge Graham's chambers have been instructed not to provide answers to legal questions over the telephone.

When contacting the Court with a question regarding a specific case, please have the case name and number ready to provide to the chambers.

When arranging for a telephone conference with Magistrate Judge Graham, the moving party should have all the parties on the line before contacting chambers.

If a party has a question or needs clarification regarding any order submitted by the Court, please contact the court for permission to electronically file a letter to Magistrate Judge Graham asking for clarification.

#### *Motion Scheduling*

Before filing a non-dispositive motion, consider whether the issue can be resolved through an informal telephone conference with Magistrate Judge Graham, rather than through the filing of a formal motion and formal hearing. In order for a matter to be resolved through an informal telephone conference, all parties to the dispute must agree to conduct the dispute in that fashion. If all parties to the dispute do not agree to resolve the matter through an informal telephone conference with Magistrate Judge Graham, then the matter must be presented by a formal motion.

All motions to be heard by this Court must be scheduled for a hearing date through Magistrate Judge Graham's judicial assistant, Judith Kirby, at 651-848-1890 prior to filing.

Once a motion date and time has been reserved, do not add additional motions without contacting the judicial assistant to make sure there is enough time scheduled for all of the motions. Any new motions must be filed and served pursuant to the Local Rules.

Please follow the Local Rules for briefing content and deadlines. Parties must file and serve their motions on or before the deadline in the pretrial scheduling order.

The "meet and confer" requirement, set out in the Local Rules, before filing a non-dispositive motion is *critical* and a mere exchange of e-mails or letters without attempts at personal contact does not suffice.

A courtesy copy of all pleadings must be delivered or mailed to chambers contemporaneously with all filings. To save paper, Magistrate Judge Graham prefers that only one (1) copy of papers be sent to chambers.