Effective March 13, 2026

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON
AT SEATTLE

JUDGE TANA LIN
STANDING ORDER FOR ALL CIVIL CASES

This Order sets forth the procedures that govern all civil cases assigned to this Court. This Order applies to all counsel in cases before this Court, their clients, and any parties representing themselves pro se. When the term "Counsel" is used in this Order, it includes lawyers as well as any parties representing themselves. When the terms "Party" or "Parties" are used in this Order, they include counsel.

These procedures supplement the Federal Rules of Civil Procedure ("FRCP") and Local Civil Rules of the United States District Court for the Western District of Washington ("LCR"). **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. Failure to comply with the procedures set forth in this Order may result in sanctions.** The terms of this Order shall have the force and effect of orders of the Court from the date of the Order. 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.

Parties shall review Judge Lin's procedures at https://www.wawd.uscourts.gov/judges/lin-procedures prior to any hearing, trial, or motion filing for information relating to her general practices and potential updates to this Order.

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I. COMMUNICATIONS WITH CHAMBERS

Parties should direct initial inquiries they might have to Courtroom Deputy Kadya Peter by email at kadya_peter@wawd.uscourts.gov or by telephone at (206) 370-8525. *Ex parte* communications with chambers involving any matter other than settlement or checking on a status of a decision on a motion pursuant to LCR 7(b)(5) are strongly discouraged. If, after filing a motion, the responding party does not oppose the motion, please contact chambers to alert the clerk that the motion has become an unopposed one. For any other inquiry, all Parties must be on the line or cc'd on the email when communicating with the Courtroom Deputy.

II. GUIDELINES FOR ALL MOTIONS AND FILINGS

A. Structure and Formatting Requirements

Parties must follow LCR 7 and 10. A motion and the legal argument supporting the motion shall be filed as a single document.

Further, substantive information and discussion should appear in the body of the brief; footnotes are to be reserved for explanatory and supplemental information. Citations should be in Bluebook format and must be included in the body of the briefing, not in footnotes or endnotes (with the exception of citations that follow explanatory footnotes).

When a Party's briefing refers to or relies on material on the docket or attached as an exhibit, it must include pincites to such material. References or citations to such material or exhibits must include the docket and page numbers.

Filings that do not comply with these instructions may be summarily stricken or denied.

B. Citations to Unpublished Legal Authority

When filing a motion or brief that cites to a ruling from a court outside this jurisdiction that is not readily available on Lexis or Westlaw (e.g., a transcript containing a bench ruling), Parties must provide a copy of the ruling to the Court as an attachment to the motion.

C. Table of Contents & Table of Authorities

Parties who file a brief that is **ten (10) pages** or longer shall include a table of contents and a table of authorities (neither of which counts toward the word limit, *see* LCR 7(e)(6)).

D. Meet-and-Confer Requirement

For a motion that requires a meet-and-confer (*see* LCR 1(c)(6)) prior to filing, Parties must make a meaningful effort to confer prior to filing a motion. For example, waiting until the expiration of a deadline, contacting the opposing Party, receiving no immediate response, and then filing the motion, does not satisfy that duty. If contact was not successfully made, Parties shall explain their specific efforts to comply with this requirement. Motions that do not comply may be summarily denied.

E. Format of CM/ECF Filings

Where feasible, the Court prefers PDFs to be filed on the docket, in a searchable-text format.

F. Courtesy Copies

Courtesy copies are required only for pleadings that in the aggregate (i.e., the brief plus any declarations or exhibits) are longer than **fifty (50) pages**, for trial exhibits (*see* Judge Lin's Civil Trial Procedures), or when requested by the Court. If a Party believes that courtesy copies may be helpful (i.e., pleadings or exhibits contain complex graphs or images best viewed in color), the Party may submit courtesy copies to chambers for the Court's ease of reference.

The courtesy copy must be the version of the document with the header generated by CM/ECF, as this header includes important information (case number, document number, page number, date filed, etc.). Courtesy copies shall be printed double-sided. Courtesy copies should be tabbed and placed in a three-ring binder or otherwise bound.

G. Proposed Orders

As a general rule, any motion requiring the signature of the Court must be presented along with a proposed order. *See* LCR 7(b)(1). However, Parties are **not** required to submit proposed orders for dispositive motions.

Pursuant to this District's Electronic Filing Procedures, the moving Party must also email a Microsoft Word version of any proposed order to linorders@wawd.uscourts.gov at the time of filing. The subject heading of the email should include the case number, the case name, and the title of the motion, and not simply "Proposed Order."

LCR 10(e)(7) provides guidance on the form of proposed orders. In addition, parties submitting proposed orders are requested to format them such that the Court's signature block does not appear alone without any identifying content—such as the signature(s) of the presenting attorney(s) and/or at least one or two lines of specific text from the body of the order—above it on the page. This supports the Court's efforts to deter unauthorized or fraudulent use of its signature.

A proposed order drafted such that the Court's signature appears alone on a page, or accompanied only by generic language such as "It is so ordered," will require reformatting, which may delay entry of the order.

III. MOTIONS BY TYPE

A. Requests for Extension of Deadlines or Amendments to a Scheduling Order

The Court permits Parties to automatically extend a deadline (or amend a scheduling order) to a specific new date, provided that: (1) the date has not been previously extended; (2) such request is unopposed or agreed upon between the Parties; *and* (3) such request does not change the date for (a) any hearing, (b) any final submission to the Court related to a hearing, (c) any dispositive motion or expert motion deadline, or (d) any deadline after the filing of dispositive and expert motions in the trial scheduling order.

Parties shall meet and confer and jointly file any requests under the paragraph above as a stipulated notice to the Court, instead of as a motion, using the language set forth below:

> Pursuant to Judge Lin's Standing Order for All Civil Cases, the Parties have agreed to move the following deadlines: [list affected deadlines]. The Parties request that the Clerk reset the deadlines as noticed.

Other than unopposed or stipulated requests for extensions described in the preceding paragraph, deadlines remain operational until the Court has ruled on a motion to extend those deadlines. Under LCR 7(d)(2), motions for relief from a deadline shall be noted for consideration no earlier than fourteen (14) days after filing. Where a party must seek relief from a deadline on shorter notice, the Court may consider motions for extensions of time that are filed at least **three (3) business days** in advance of the expiration of the relevant deadline. Any opposition must be filed within **two (2) business days** of the motion. However, the Court will not prioritize such motions simply because the Parties have waited until a deadline is imminent before filing a motion to extend. Any Party utilizing the three-day rule in this paragraph, rather than the 14-day Rule of LCR 7(d)(2), shall include in its motion the reason(s) it could not have filed its motion earlier. Nothing in this Order shall relieve any Party from complying with LCR 7(j), which requires a motion for relief from a deadline to be filed sufficiently in advance of the deadline to allow the Court to rule on the motion prior to the deadline. This procedure simply supplements the local

rule so that in no case—barring a true emergency—should a motion for extension be filed fewer than three business days in advance of the relevant deadline. In a true, unforeseen emergency, Parties should follow the provisions of LCR 7(j). Untimely briefs or responsive pleadings may be summarily denied, stricken, or ignored.

The Court will not decrease the amount of time between the dispositive motion deadline and the trial date (i.e., four months) without an extraordinary basis for doing so. If a requested extension may affect a scheduled trial date, Counsel shall include in their request any dates for which they are unavailable for trial for the one-year period following the filing of the request.

B. Requests to Reschedule Hearings

Motions to reschedule are discouraged because of their impact on the Court's calendar. If rescheduling is necessary, the motion shall be filed no later than **five (5) business days** before the scheduled hearing. The motion shall contain an explanation of why rescheduling is necessary, as well as alternative dates and times that are available for all Parties. If the suggested dates and times are not available on the Court's calendar, the Court will select a date and time sua sponte. Parties shall include known dates of unavailability for the Court to consider when selecting a new date and time, but the Court will select the most expedient date available that minimizes the impact to the Court's calendar.

C. Stipulated Protective Orders

LCR 26(c) discusses the District's model protective order. A redlined version showing deviations from the model should be attached to and filed along with any proposed stipulated protective order. *See* LCR 26(c)(2). If there are no differences from the model, the Parties shall include with the stipulation a certification stating as much. (Merely tailoring any of the bracketed information requested in the model order and/or providing a list of specific documents to be designated as confidential in Section 2 is not considered a change or difference from the model.)

D. Motions to Seal

The Court expects strict compliance with LCR 5(g).

It is the Court, not the Parties, that determines whether a document can be filed under seal. The Court will only permit filings under seal if the Party seeking to seal the information demonstrates why the public's traditional right of access to court documents and the public policies favoring disclosure are outweighed by good cause (if the motion is not case-dispositive) or compelling reasons (if the motion is case-dispositive or otherwise more than tangentially related to the merits of the case, or the information is included in the operative complaint) that support keeping the information under seal. The fact that a Party has designated a particular document "Confidential," or that the Parties have stipulated it as such (or the opposing Party has not opposed the designation), is not sufficient to establish good cause or to demonstrate that compelling reasons exist to seal that document.

For a helpful guide on properly redacting sensitive information from documents (including redactions required under FRCP and LCR 5.2(a)), *see* https://www.cand.uscourts.gov/cases-e-filing/cm-ecf/preparing-my-filing/redaction-of-information/.

E. *Daubert* Motions

Motions challenging expert testimony, though not dispositive motions, must be filed by the date dispositive motions are due in accordance with the Court's trial scheduling order. *Daubert* issues may not be presented in motions in limine.

F. Motions to Dismiss

A motion to dismiss pursuant to FRCP 12(b) is discouraged if the defect can be cured by filing an amended pleading. Parties must endeavor not to oppose timely motions to amend.

G. Motions in Limine

Before filing motions in limine, a Party must make a good-faith effort to meet and confer with the opposing Party and must comply with all other requirements of LCR 7(d)(5).

Parties are discouraged from filing motions in limine that request exclusion without identifying specific evidence or exhibits to be excluded, request relief at a high level of generality, or merely ask the Court to apply the Federal Rules of Evidence in the absence of an unusual issue.

Any motions in limine must be presented in a joint brief filed at least five (5) business days before the pretrial conference. The brief must contain: (1) an introductory statement summarizing the case and the context relevant to any dispute, with each side drafting its own statement if they cannot agree; (2) a section for agreed motions in limine in which the Parties shall list each issue and the agreement of the Parties as to that issue; (3) a section for any disputed motions in limine with a subsection for the Plaintiff's disputed motions in limine and a subsection for Defendant's disputed motions in limine, in which the Parties present each motion under a separate heading, below which the moving Party provides its position with supporting authority, followed by the position and supporting authority of the opposing Party.~~:~~ Each disputed motion shall be sequentially numbered by party and shall identify the issue (e.g., Plaintiff's/Defendant's MIL 1: Motion to [FILL IN]). For multi-Plaintiff or multi-Defendant cases, the Parties are encouraged to meet and confer regarding the appropriate length for a joint brief and the number of words each Party should be allowed. The Parties shall file either a stipulation (if agreement can be reached) or a joint motion explaining the Parties' respective positions (if agreement cannot be reached).

Motions in limine that do not comply with the applicable requirements, including the certification of conferral (LCR 1(c)(6) and LCR 7(d)(5)) or the word limit (LCR 7(e)(5)), without prior permission of the Court, may be summarily stricken.

H. Motions for Attorney Fees

Any motion seeking attorney fees must be accompanied by an appropriate declaration that attaches all relevant timesheets and costs.

IV. DISCOVERY

A. Discovery Disputes

A motion to compel should be a Party's last resort. The Court strongly encourages Parties to make every effort to resolve discovery disputes without the Court's intervention. Before filing a motion to compel, the moving Party must make a good faith effort to meet and confer with the opposing Party. *See* Section II.D. A motion to compel must strictly comply with LCR 37(a)(1) and shall include a certification that lists the date, manner, and participants of the conference. Failure to comply with these requirements may result in the motion being stricken or denied. Counsel found to be unreasonably delaying discovery may be sanctioned.

Parties are strongly encouraged to submit discovery disputes jointly through the procedure set forth in LCR 37(a)(2).

Any opposed discovery motion shall contain a verbatim recitation of the discovery request and objection (if any) at issue, or shall attach a copy of same. If the Court must resolve the discovery dispute by motion, the losing Party may be sanctioned.

When presented with disputes regarding discovery issues that are particularly time-sensitive, Parties may **jointly** contact Courtroom Deputy Kadya Peter, either by email at kadya_peter@wawd.uscourts.gov or by telephone at (206) 370-8525, to arrange a telephone conference with the Court.

Discovery disputes shall be raised in a timely manner to allow discovery to be completed before the discovery deadline. Failure to do so may waive a Party's right to bring the dispute before the Court.

Parties must provide notice of these discovery procedures to third parties who receive discovery requests from the Parties, and such third parties shall comply with these procedures.

Should the case be referred to a Magistrate Judge for discovery-related issues, no opposed discovery motions shall be filed until the Party has contacted the Magistrate Judge and has been informed of that judge's procedures for resolving discovery disputes.

V. SETTLEMENT

A. Opportunities for Settlement

Parties shall evaluate the opportunity for settlement at the outset of the case regardless of whether the Parties' obligation to meet and confer has been triggered. When civil cases are settled early—before becoming costly and time consuming—all Parties and the Court benefit. The District's Federal Bar Association Alternative Dispute Resolution Task Force Report states:

> [T]he major ADR-related problem is not the percentage of civil cases that ultimately settle, since statistics demonstrate that approximately 95% of all cases are resolved without trial. However, the timing of settlement is a major concern. Frequently,

> under our existing ADR system, case resolution occurs far too late, after the parties have completed discovery and incurred substantial expenditure of fees and costs.

Therefore, Parties also have an ongoing obligation to explore possible settlement options.

B. Procedure upon Notification of Settlement

Upon reaching settlement, Parties are reminded that, pursuant to FRCP 41(a)(1)(A)(ii), a plaintiff may dismiss an action without a court order by filing a Notice of Voluntary Dismissal (rather than a motion) signed by all Parties who have appeared.

For Parties who do not wish to voluntarily dismiss the action (e.g., because a settlement has been reached in principle but not yet finalized), and where court approval of a settlement is not required, Parties must file a Notice of Settlement upon reaching a settlement in principle. In the Notice, Parties shall specify their preferred approach regarding the dismissal of the case, such as: (1) "The Parties request the immediate dismissal of this case pursuant to the Court's standard procedure upon notification of settlement" (see below for the Court's standard language); or (2) "The Parties request that the Court set a deadline for the submission of a stipulated dismissal."

Under the second option, the Court will impose a deadline, ordinarily **thirty (30) days,** unless a different time frame is specifically requested, for the Parties to file a voluntary dismissal as detailed above. The Court will also enter an order vacating any previously set trial date and pretrial dates and striking any pending motions.

When the case is ripe for dismissal, and if no Notice of Voluntary Dismissal has been filed, the Court will enter the below standard order of post-settlement dismissal, modified as needed:

> Counsel having notified the Court of settlement of this case, and it appearing that no issue remains for the Court's determination, it is ORDERED that this action and all claims asserted herein are DISMISSED WITHOUT PREJUDICE and without costs to any party. In the event that settlement is not perfected, any party may move to reopen the case **within sixty (60) days** of the date of this Order.

The dismissal will be **without prejudice**, pursuant to FRCP 41(a)(1)(B), unless otherwise specified by the Parties.

C. Notice of Settlement in Cases Set for Jury Trial

When cases scheduled for jury trial are settled (or agreed to be tried without a jury), Parties shall refer to LCR 39(d) for the requirements of providing timely notice. Failure to provide timely notice may result in the assessment of jury expenses to the Parties.

VI. HEARINGS

A. Scheduling Oral Argument

After briefing has been completed on a motion, the Court will decide whether to grant a request for oral argument.

Should a request for oral argument be granted, chambers will contact the Parties to schedule a date and time. The Court may email Counsel with questions that they should be prepared to address before 5 p.m. the day before the hearing.

B. Presentation of Argument and Evidence

The Court encourages litigants to provide opportunities for less experienced lawyers and Rule 9 Licensed Legal Interns (accompanied and supervised by an experienced attorney) to participate in all courtroom proceedings, particularly where they contributed significantly to the preparation. While typically only one lawyer may present an argument or question a witness on behalf of a client, the Court may allow multiple attorneys to argue or examine a witness to achieve this end (for example, so that an experienced attorney can supplement a new lawyer's arguments or witness examination questions with their own, if necessary). Counsel should advise the Court prior to the proceeding if they intend to have multiple lawyers argue a case pursuant to this policy. Of course, the ultimate decision of who speaks on behalf of the client is for the client and not the Court. Parties shall submit notice under this provision by issue and speaker **two (2) business days** prior to the hearing to Courtroom Deputy Kadya Peter by email at kadya_peter@wawd.uscourts.gov.

C. Witnesses and Exhibits

Any Party intending to call witnesses at a hearing must submit a filing declaring their intention to do so at least **two (2) business days** prior to the hearing. The filing must contain the identity of each witness and the scope of the testimony.

Any Party intending to introduce documentary evidence at a hearing must supply a list of exhibits. For exhibits that have already been filed with the Court, the Party should clearly indicate the applicable docket number. If an exhibit has not been filed, the Party must supply the exhibit via email, in PDF format, to all relevant Parties and to the Court as soon as possible, but no later than **twenty-four (24) hours** before the hearing. If the hearing will proceed by videoconference, the email to the Court must identify the full name of the counsel who will be introducing the exhibit, so the Court may authorize the appropriate attorney to share their screen.

D. Accommodations

An attorney or other participant may request disability-related or health-related accommodations to facilitate participation in an upcoming hearing for their case, whether held virtually, in person, or in a hybrid format. Participants are encouraged to request accommodations as far in advance as possible by contacting Courtroom Deputy Kadya Peter by email at kadya_peter@wawd.uscourts.gov or by telephone at (206) 370-8525.

E. Teleconference or Videoconference

Unless otherwise specified, hearings are in person. Counsel from outside of King County may request to appear by telephone or video for status conferences and hearings on non-dispositive motions. Requests must be made to the Courtroom Deputy at least five days in advance of a hearing, if possible.

Instructions will be sent to participants in advance of any telephonic or video conference.

All videoconference participants must test the link that will be provided in advance of the hearing or trial date to make sure it works for them. Where a videoconference has been set, Counsel are required to appear via video unless they file, and the Court grants, a motion to appear telephonically. All Parties appearing via video should sign in using their first and last names as they appear in filings to the Court.

F. Cellular Phones, Laptops, and Other Electronic Devices

Cellphones, laptops, and electronic devices are allowed inside the courtroom, but telephone ringtones and other functional sounds must be disabled. If your phone, laptop or tablet features a digital assistant (e.g., Siri), be sure to disable the voice-prompt or always-listening feature to avoid accidental courtroom interruptions. Individuals whose devices interrupt proceedings may be sanctioned.

G. Courtroom Decorum

Judge Lin expects everyone in her courtroom to treat each and every person with dignity and respect. Therefore, at a minimum, she expects the following:

1. Be punctual.

2. Refer to and address witnesses, Counsel, and Parties by their surnames, unless leave to do otherwise is granted. Refer to and address Court personnel by their surnames and/or titles.

3. Refrain from the following: interrupting when someone else is speaking; making disparaging remarks or displaying ill will toward another person; and making gestures, facial expressions, or audible comments that manifest approval or disapproval of testimony or argument.

The Parties and Counsel are also encouraged to advise the Court of their pronouns and honorifics (such as Ms., Mrs., Mx., or Mr.) and may do so in signature lines or by advising the Courtroom Deputy before a hearing or other proceeding begins, either via email or in person.

DATED this 13th day of March 2026.

Honorable Tana Lin
United States District Judge