LCR 3(e)

Intradistrict Assignment and Reassignment

(e) Intradistrict Assignment and Reassignment

- (1) In all civil cases in which all defendants reside, or in which all defendants have their principal places of business, or in which the claim arose in the counties of Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Kitsap, Lewis, Mason, Pacific, Pierce, Skamania, Thurston, and Wahkiakum, the case will usually be assigned to a judge in Tacoma. In cases where all defendants have their principal places of business, or in which the claim arose in the counties of Island, King, San Juan, Skagit, Snohomish, or Whatcom, the case will be assigned to a judge in Seattle. A civil action arises where a substantial part of the events or omissions that give rise to the claim occurred or where a substantial part of the property that is the subject of the action is situated. Cases removed from state court will be initially assigned to the Seattle Division or Tacoma Division according to the county where the action is pending.
- (2) In some circumstances, a judge will order that a case that would otherwise be considered a Tacoma case be assigned to a Seattle judge, and vice versa.
- (3) See LCR 42 for additional information regarding the intradistrict transfer of cases to facilitate consolidation.

(e) Intradistrict Assignment and Reassignment

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- (2) In some circumstances, the court may determine or a judge will order that a case that would otherwise be considered a Tacoma case be assigned to a Seattle judge, and vice versa.
- (3) See LCR 42 for additional information regarding the intradistrict transfer of cases to facilitate consolidation.

LCR 3(g) and (h) Related Cases

(g) Notice of Related Cases

(1) A plaintiff or removing defendant must list all related cases in the Civil Cover Sheet and, if there are any, file a Notice of Related Cases. Unless an action is listed as related in the Civil Cover Sheet or the original Notice of Related Cases, a party must file a Notice of Related Cases alerting the court as soon as it knows or learns that another action that was or is pending in this district may be related to the party's case. The notice should include the case number, presiding judge, and parties involved in the related case, and an explanation of the relationship between or among the cases.

- (2) An action is related to another when the actions:
 - (A) concern substantially the same parties, property, transaction, or event; and
 - (B) it appears likely that there will be an unduly burdensome duplication of labor and expense or the potential for conflicting results if the cases are conducted before different judges.
- (h) Notice of Pendency of Other Action in Another Jurisdiction or Forum

Whenever a party knows or learns that its pending case involves all or a material part of the same subject matter and all or substantially the same parties as another action that is pending in any other federal or state court, before an administrative body, or before an arbitrator, the party must file a Notice of Pendency of Other Action

(g) Notice of Related Cases

- (1) A plaintiff or removing defendant must list all related cases in the Civil Cover Sheet and, if there are any, file a Notice of Related Cases, with its first appearance;
- (2) A removing defendant must list all related case in the Civil Cover Sheet and file a notice of Related Cases with its first appearance; and
- (1)(3) Unless an action is listed as related in the Civil Cover Sheet or the original Notice of Related cases, parties who have appeared must file a Notice of Related Cases alerting the court within five days of learning of any other action a party must file a Notice of Related Cases alerting the court as soon as it knows or learns that another action that was or is pending in this district that may be related to the party's case.

The notice should include the case number, presiding judge, and parties involved in the related case, and an explanation of the relationship between or among the cases.

- (24) An action is related to another when the actions:
 - (A) concern substantially the same parties, property, transaction, or event; and
 - (B) it appears likely that there will be an unduly burdensome duplication of labor and expense or the potential for conflicting results if the cases are conducted before different judges.
- (h) Notice of Pendency of Other Action in Another Jurisdiction or Forum

Whenever a party knows or learns that its pending case involves all or a material part of the same subject matter and all or substantially the same parties as another action that is pending in any other federal or state court, before an administrative body, or before an arbitrator, the party must file a Notice of Pendency of Other Action within five days of learning of the other action. The Notice must

LCR 3(g) and (h) Related Cases

within five days of learning of the other action. The Notice must contain the title and case number of the other action, a brief description of the other action, the title and location of the court or other forum in which the other action is pending, a statement of any relationship between the two actions, a statement regarding whether transfer should be effected pursuant to 28 U.S.C. § 1407 (Multi District Litigation Procedures) if the action is pending in another U.S. District Court, and a statement regarding whether coordination between the actions might avoid conflicts, conserve resources and promote an efficient determination of the action.

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LCR 5(b)

The Court Authorizes Service Under Fed. R. Civ. P. 5(b) by Electronic Means

(b) The Court Authorizes Service Under Fed. R. Civ. P. 5(b) by Electronic Means

The court authorizes parties to use the court's Electronic Case Filing System (ECF) to effect service of documents under Fed. R. Civ. P. 5(b). This provision does not alter Fed. R. Civ. P. 5(d); Rule 26 initial disclosures and discovery requests and responses must not be filed until they are used in the proceedings or the court orders filing. If the recipient is a registered participant in the ECF system, service is complete when the document is electronically filed or uploaded to the docket. If the recipient is not a registered participant in the ECF system, the filer must effect service in paper form according to the Federal Rules of Civil Procedure.

(b) The Court Authorizes Service Under Fed. R. Civ. P. 5(b) by Electronic Means

The court authorizes parties to use the court's Electronic Case Filing System (ECF) to effect service of documents under Fed. R. Civ. P. 5(b). This provision does not alter Fed. R. Civ. P. 5(d); Rule 26 initial disclosures and discovery requests and responses must not be filed until they are used in the proceedings or the court orders filing. As provided by Fed. R. Civ. P. 5(b)(2)(E), if If the a recipient is a registered participant in the ECF system, service is complete when the document is electronically filed or uploaded to the docket. If the recipient is not a registered participant in the ECF system, the filer must effect service in paper form according to the Federal Rules of Civil Procedure.

LCR 5(d)

Electronic Filing and Signing

(d) Electronic Filing and Signing

The court allows papers to be filed and signed by electronic means. Unless otherwise specifically ordered by the court or directed by the clerk, all counsel are required to electronically file documents through the court's electronic filing system and to comply with the electronic filing procedures for the district. Unrepresented parties may, but are not required to, electronically file documents. The court's Electronic Filing Procedures for Civil and Criminal Cases can be found on the court's website at www.wawd.uscourts.gov

(d) Electronic Filing and Signing

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LCR 5.2 Redaction of Filings

(a) Redacted Filings

Parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court or used as exhibits in any hearing or at trial, unless otherwise ordered by the court:

- (1) Dates of Birth redact to the year of birth
- (2) Names of Minor Children redact to the initials
- (3) Social Security Numbers and Taxpayer-Identification Numbersredact in their entirety
- (4) Financial Accounting Information redact to the last four digits
- (5) Passport Numbers and Driver License Numbers redact in their entirety

(a) Redacted Filings

Parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal data identifiers from all documents filed with the court or used as exhibits in any hearing or at trial, unless otherwise ordered by the court:

- (1) Dates of Birth redact to the year of birth, unless deceased
- (2) Names of Minor Children redact to the initials, <u>unless</u> -<u>deceased</u> <u>or currently over the age of 18</u>
- (3) Social Security Numbers and Taxpayer-Identification Numbersredact in their entirety
- (4) Financial Accounting Information redact to the last four digits
- (5) Passport Numbers and Driver License Numbers redact in their entirety

LCR 7(d) & (k)

Noting Dates for Motions and Briefing Schedules

(d) Noting Dates for Motions and Briefing Schedules

Unless otherwise provided by rule or court order, motions shall be noted for consideration as follows:

- 1. Same Day Motions. Stipulated motions (see LCR 10(g)), motions to file over-length motions or briefs (see LCR 7(f)), motions for reconsideration (see LCR 7(h)), joint submissions pursuant to the optional procedure established in LCR 37(a)(2), motions to appoint a mediator (LCR 39.1(c)(3)), motions for default (see LCR 55(a)), requests for the clerk to enter default judgment (see LCR 55(b)(1)), ex parte motions, motions for the court to enter default judgment where the opposing party has not appeared (see LCR 55(b)(2)), and motions for a temporary restraining order ("TRO") (see LCR 65) shall be noted for consideration for the day they are filed.
- Second Friday Motions. Except for same day motions, all other
 motions shall be noted for consideration on a Friday. Pursuant to a
 General Order of this court, the following motions may be noted for
 consideration no earlier than the second Friday after filing and service
 of the motion:
 - (A) motions for relief from a deadline;
 - (B) motions for protective orders;
 - (C) motions to seal (see LCR 5(g)).

For any motion brought pursuant to this subsection, the moving party shall ensure that the motion papers are received by the opposing party on or before the filing date. Unless otherwise provided by court rule, any papers opposing motions of the type described in this subsection shall be filed and received by the moving party no later than the Wednesday before the noting date. Any reply papers shall

(d) Noting Dates for Motions and Briefing Schedules

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- 1. Same Day Motions. Stipulated motions (see LCR 10(g)), motions to file over-length motions or briefs (see LCR 7(f)), motions for reconsideration (see LCR 7(h)), joint submissions pursuant to the optional procedure established in LCR 37(a)(2), motions to appoint a mediator (LCR 39.1(c)(3)), motions for default (see LCR 55(a)), requests for the clerk to enter default judgment (see LCR 55(b)(1)), ex parte motions, motions for the court to enter default judgment where the opposing party has not appeared (see LCR 55(b)(2)), motions to recuse (see LCR 3(f)), and motions for a temporary restraining order ("TRO") (see LCR 65) shall be noted for consideration for the day they are filed.
- Second Friday Motions. Except for same day motions, all other
 motions shall be noted for consideration on a Friday. Pursuant to a
 General Order of this court, the following motions may be noted for
 consideration no earlier than the second Friday after filing and service
 of the motion:
 - (A) motions for relief from a deadline; and
 - (B) motions for protective orders;
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For any motion brought pursuant to this subsection, the moving party shall ensure that the motion papers are received by the opposing party on or before the filing date. Unless otherwise provided by court rule, any papers opposing motions of the type described in this subsection shall be filed and received by the moving party no later than the Wednesday before the noting date. Any reply papers shall

be filed, and shall be received by the opposing party, no later than the noting date.

(3) Third and Fourth Friday Motions. Motions to dismiss, motions for summary judgment, motions seeking a preliminary injunction, motions for class certification, and motions directed toward changing the forum (through remand, transfer, or to compel arbitration) shall be noted for consideration on a date no earlier than the fourth Friday after filing and service of the motion. With the exception of the motions specifically listed in LCR 7(d)(1), 7(d)(2), and 7(d)(3), all other motions shall be noted for consideration on a date no earlier than the third Friday after filing and service of the motion.

Any opposition papers shall be filed and served not later than the Monday before the noting date. If service is by mail, the opposition papers shall be mailed not later than the

Friday preceding the noting date. Any reply papers shall be filed and served no later than the noting date.

(4) Motions in Limine. Except upon a showing of good cause, any motions in limine shall be filed as one motion and shall be noted for consideration no earlier than the third Friday after filing and service of the motion but no later than the Friday before any scheduled pretrial conference. Any opposition papers shall be filed and served no later than the Monday before the noting date. No reply papers shall be filed.

Any motion in limine must include a certification that the movant has in good faith conferred or attempted to confer with other affected parties in an effort to resolve which matters really are in dispute. A good faith effort to confer requires a face-to-face meeting or a telephone conference. If the court finds that counsel for any party, or a party proceeding pro se, willfully refuses to confer, fails to confer in good faith, or fails to respond

be filed, and shall be received by the opposing party, no later than the noting date.

(3) Third and Fourth Friday Motions. Motions to dismiss, motions for summary judgment, motions seeking a preliminary injunction, motions for class certification, and motions directed toward changing the forum (through remand, transfer, or to compel arbitration) shall be noted for consideration on a date no earlier than the fourth Friday after filing and service of the motion. With the exception of the motions specifically listed in LCR 7(d)(1), 7(d)(2), and 7(d)(3), all other motions shall be noted for consideration on a date no earlier than the third Friday after filing and service of the motion.

Any opposition papers shall be filed and served not later than the Monday before the noting date. If service is by mail, the opposition papers shall be mailed not later than the

Friday preceding the noting date. Any reply papers shall be filed and served no later than the noting date.

(4) Motions in Limine. Except upon a showing of good cause, any motions in limine shall be filed as one motion and shall be noted for consideration no earlier than the third Friday after filing and service of the motion but no later than the Friday before any scheduled pretrial conference. Any opposition papers shall be filed and served no later than the Monday before the noting date. No reply papers shall be filed.

Any motion in limine must include a certification that the movant has in good faith conferred or attempted to confer with other affected parties in an effort to resolve which matters really are in dispute. A good faith effort to confer requires a face-to-face meeting or a telephone conference. If the court finds that counsel for any party, or a party proceeding pro se, willfully refuses to confer, fails to confer in good faith, or fails to respond on a timely basis to a request to confer, the court may take action as stated in LCR 11 of these rules.

on a timely basis to a request to confer, the court may take action as
stated in LCR 11 of these rules.

(k) Cross Motions

Parties anticipating filing cross motions are encouraged to agree on a briefing schedule and to submit it to the court for approval through a stipulation and proposed order. The court may order parties filing cross motions for summary judgment to combine their memoranda and forego reply briefs in exchange for an enlarged response brief.

A party filing a cross motion must note it in accordance with the local rules. Even if the motion and cross motion are noted for different days, the court will typically consider them together.

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A party filing a cross motion must note it in accordance with the local rules. Even if the motion and cross motion are noted for different days, the court will typically consider them together.

LCR 7.1(a) Who Must File

(a) Who Must File; Copies

Any nongovernmental party, other than an individual or sole proprietorship, must file a corporate disclosure statement identifying:

- (1) any parent corporation and any publicly held corporation owning more than 10% of its stock:
- (2) any member or owner in a joint venture or limited liability corporation (LLC);
- (3) all partners in a partnership or limited liability partnership (LLP); or
- (4) any corporate member, if the party is any other unincorporated association

If there is no parent, shareholder, member, or partner to list in response to items (1) through (4), a corporate disclosure statement must still be filed stating that no such entity exists.

(a) Who Must File; Copies Contents

Any nongovernmental party, other than an individual or sole proprietorship, must file a corporate disclosure statement identifying:

- (1) any parent corporation and any publicly held corporation owning more than 10% of its stock;
- (2) any member or owner in a joint venture or limited liability corporation (LLC);
- (3) all partners in a partnership or limited liability partnership (LLP); or
- (4) any corporate member, if the party is any other unincorporated association

If there is no parent, shareholder, member, or partner to list in response to items (1) through (4), a corporate disclosure statement must still be filed stating that no such entity exists.

(b) Diversity Cases

In diversity actions, for any person or entity identified in (a)(2)-(4) above must also list in the corporate disclosure statement those states in which the party, owners, partners, or members are citizens.

LCR 10(e)(1) Format

(e) Format

All pleadings, motions or other filings should include the following:

(1) Margins and Fonts. No less than three inches of space should be left at the top of the first page. All other margins must be at least one inch wide, although formatted lines and numbering, attorney information, the name of the judge(s) to whom copies should be sent, and footers may be placed in the margins. Examples of correctly formatted pages are attached as Appendix A. The text of any typed or printed brief must be 12 point or larger and must, with the exception of quotations, be double spaced. Footnotes must be 10 point or larger and may be single spaced.

(e) Format

All pleadings, motions or other filings should include the following:

(1) Margins and Fonts. No less than three inches of space should be left at the top of the first page. All other margins must be at least one inch wide, although formatted lines and numbering, attorney information, the name of the judge(s) to whom copies should be sent, and footers may be placed in the margins. Examples of correctly formatted pages are attached as Appendix A. The text of any typed or printed brief must be 12 point or larger and must, with the exception of quotations, be double spaced or exactly 24 points. Footnotes must be 10 point or larger and may be single spaced. A proportionally spaced font must be used on all typed filings.

LCR 10(e)(9)

Format

(e) Format

All pleadings, motions or other filings should include the following:

(9) Courtesy Copies. When documents that exceed 50 pages in length are filed electronically, a paper copy of the document shall be delivered to the Clerk's Office for chambers. The 50–page requirement is determined by the aggregate total of pages for each filing, as defined in the court's Electronic Filing Procedures. The judge's copy shall not be delivered directly to chambers unless the judge has so instructed. The copy for chambers shall be clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers." Further clarification on courtesy copies may be obtained by reviewing the assigned judge's Web page and/or the Electronic Filing Procedures for Civil and Criminal cases, available at http://wawd.uscourts.gov.

(e) Format

All pleadings, motions or other filings should include the following:

(9) Courtesy Copies. Unless otherwise ordered by the Court, wWhen documents that exceed 50 pages in length are filed electronically, a paper copy of the document shall be delivered to the Clerk's Office for chambers. The 50–page requirement is determined by the aggregate total of pages for each filing, as defined in the court's Electronic Filing Procedures. The judge's copy shall not be delivered directly to chambers unless the judge has so instructed. The copy for chambers shall be clearly marked with the words "Courtesy Copy of Electronic Filing for Chambers." Further clarification on courtesy copies may be obtained by reviewing the assigned judge's Web page and/or the Electronic Filing Procedures for Civil and Criminal cases, available at http://wawd.uscourts.gov.

LCR 16(b)

Pretrial Conferences; Scheduling; Management

- (b) Scheduling Order; Exemption of Certain Types of Cases

- (2) Discovery Deadline. Interrogatories, requests for admissions or production, etc., must be served sufficiently early that all responses are due before the discovery deadline. Any motion to compel discovery shall also be filed and served on or before this deadline or as directed by court order.
- (3) Discovery Motions. The parties should refer to the written scheduling order, as well as the assigned judge's web page, for additional information about whether they may present discovery disputes by informal means.

(4) Dispositive Motions. Not later than the deadline to file dispositive motions, unless otherwise ordered by the court, parties shall file all motions to dismiss, motions for summary judgment, other dispositive motions, and other reasonably foreseeable motions, together with supporting papers.

- (b) Scheduling Order; Exemption of Certain Types of Cases
- ***
- (2) Discovery Deadline. See LCR 26(d) and Fed. R. Civ. P. 26(d) regarding the timing and sequence of discovery. Interrogatories, requests for admissions or production, etc., must be served sufficiently early that all responses are due before the discovery deadline. Any motion to compel discovery shall also be filed and served on or before this deadline or as directed by court order.
- (3) Discovery Motions. Any motion to compel discovery shall be filed and served on or before the discovery deadline or as directed by court order. The parties should refer to the written scheduling order, as well as the assigned judge's web page, for additional information about whether they may present discovery disputes by informal means.
- (4) Motions to Exclude Expert Testimony. Unless otherwise ordered by the court, parties shall file any motion to exclude expert testimony for failure to satisfy Daubert v. Merrell Dow Pharmaceuticals, Inc. and its progeny not later than the deadline to file dispositive motions.
- (45) Dispositive Motions. Not later than the deadline to file dispositive motions, unless otherwise ordered by the court, parties shall file all motions to dismiss, motions for summary judgment <u>and</u>, other dispositive motions, and other reasonably foreseeable motions, together with supporting papers.

LCR 26(d)		
Timing and Sequence of Discovery		
(d) Reserved	(d) Interrogatories, requests for admissions or production, etc., must be served sufficiently early that all responses are due before the discovery deadline.	

LCR 56.1 Summary Judgment Procedure	
Reserved	A party filing a motion for summary judgment or a response in opposition thereto shall not separately file a statement of material facts or opposing statement of facts but shall include them within the memorandum and within any page limitations set forth in these rules.

LCR 83.1(d)(2) Admission to Practice

(d) Permission to Participate in a Particular Case *Pro Hac Vice*; Responsibilities of Local Counsel

(2) Responsibilities of Local Counsel. To qualify to serve as local counsel, an attorney must have a physical office within the geographic boundaries of the Western District of Washington and be admitted to practice before this court.

Local counsel must review, sign, and electronically file the applicant's *pro hac vice* application. By agreeing to serve as local counsel and by signing the *pro hac vice* application, local counsel attests that he or she is authorized and will be prepared to handle the matter, including the trial thereof, in the event the applicant is unable to be present on any date scheduled by the court.

In addition to those responsibilities and any assigned by the court, local counsel must review and sign all motions and other filings, ensure that all filings comply with all local rules of this court, and remind *pro hac vice* counsel of the court's commitment to maintaining a high degree of professionalism and civility from the lawyers practicing before this court as set forth in the Introduction to the Civil Rules.

(d) Permission to Participate in a Particular Case *Pro Hac Vice*; Responsibilities of Local Counsel

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<u>Unless waived by the court, inlen</u> addition to those responsibilities and any assigned by the court, local counsel must review and sign all motions and other filings, ensure that all filings comply with all local rules of this court, and remind *pro hac vice* counsel of the court's commitment to maintaining a high degree of professionalism and civility from the lawyers practicing before this court as set forth in the Introduction to the Civil Rules.

LCR 88(c)

Rules Governing Bankruptcy

(c) Rules Governing Bankruptcy Appeals

- (1) Practice in such bankruptcy appeals as may come before this district shall be governed by Part VIII of the Rules of Bankruptcy Procedure, except as provided in this order or in rules subsequently adopted by this district court.
- (2) Notwithstanding subparagraph (1), the time for filing appellant's, appellee's, and reply briefs for consideration by the district court shall be 40 days, 30 days, and 14 days, respectively, in lieu of the time limits specified in Rule 8009(a) of the Rules of Bankruptcy Procedure; provided, however, that the district court or the bankruptcy appellate panel may shorten these time limits in appropriate cases.
- (3) Notwithstanding subparagraph (1), unless otherwise ordered by the court, appellant's and appellee's initial briefs shall not exceed thirty pages, and appellant's reply brief shall not exceed twenty pages.

(c) Rules Governing Bankruptcy Appeals

- (1) Practice in such bankruptcy appeals as may come before this district shall be governed by Part VIII of the Rules of Bankruptcy Procedure, except as provided in this <u>order_rule</u> or in rules subsequently adopted by this district court.
- (2) Notwithstanding subparagraph (1), the time for filing appellant's, appellee's, and reply briefs for consideration by the district court shall be 40 days, 30 days, and 14 days, respectively, in lieu of the time limits specified in Rule 8009(a) of the Rules of Bankruptcy Procedure; provided, however, that the district court or the bankruptcy appellate panel may shorten these time limits in appropriate cases.
- (32) Notwithstanding subparagraph (1), unless otherwise ordered by the court, appellant's and appellee's initial briefs shall not exceed thirty pages, and appellant's reply brief shall not exceed twenty pages.