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4 **UNITED STATES DISTRICT COURT**
5 **FOR THE WESTERN DISTRICT OF WASHINGTON**
6 **AT SEATTLE**

7
8 **Plaintiff(s)**

9 **v.**

10
11 **Defendant(s).**

Civil Action No. x:xx-cv-xxxxx-BJR

**STANDING ORDER FOR ALL
CIVIL CASES**

12
13 **PROCEDURES FOR ALL CIVIL CASES**

14 This Order sets forth the procedures that govern all civil cases assigned to this
15 Court. The procedures supplement the Federal Rules of Civil Procedure and Local Rules
16 of the United States District Court for the Western District of Washington. In the event
17 there is an inconsistency between this Order and the Local Rules and/or the Federal Rules
18 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
19 have the force and effect of orders of the Court from this date forward. If the case was
20 previously assigned to a different District Judge, these procedures replace those that
21 previously controlled, but only as to submissions and hearings from this date forward.

22 **I. Communications with Chambers**

23 Except as provided for in this Order, parties and counsel are discouraged from
24 contacting chambers. *Ex parte* communications with Judge Rothstein or her law clerks
25 involving any matter are strongly discouraged. Unless the other parties have consented to
26 have one party contact the Court alone, all parties must be on the line or copied on the
email when communicating with the Court.

Parties shall call or email DC Chambers at 202-354-3330 and
Rothstein_Chambers@dcd.uscourts.gov if it is necessary to contact Judge Rothstein.

1 II. Motions

2 A. Structure, Page Limitations, Deadlines, and Typeface

3 A motion and the legal argument supporting the motion shall be filed as a single
4 document. Motions shall not contain a table of cases or a table of authorities. Except for
5 motions for summary judgment (*see* Section II(F) *infra*) and motions for reconsideration
6 (*see* Section II(G) *infra*), all motions, oppositions, and objections shall not exceed
FIFTEEN (15) pages (exclusive of the certificate of service). Replies shall not exceed
TEN (10) pages, unless otherwise noted. Leave of the Court must be obtained to file a
sur-reply.

7 Motions to exceed the page limitations will be granted only where the matter is one
8 of extraordinary complexity.

9 **This Court DOES NOT USE the noting dates set forth in the Local Rules.**
10 Instead, oppositions shall be filed no later than **TWENTY-ONE (21) days** after a
11 motion is filed. A moving party's reply shall be filed no later than **FOURTEEN (14)**
12 **days** after an opposition has been filed. These deadlines apply to all motions. Where
13 there is a discrepancy between the local rules and these dates, these dates control.

14 Motions, oppositions, objections, replies, and sur-replies shall be double-spaced
15 and filed in 12-point Times New Roman font, and shall contain page numbers and have
16 margins of no less than 1 inch. Footnotes shall also be 12-point Times New Roman font
17 but may be single-spaced. Submissions which do not comply with these instructions may
18 be summarily denied or stricken.

14 B. Courtesy Copies

15 The Court **DOES NOT ACCEPT** physical courtesy copies of any filings or
16 submissions, including sealed documents. Do not deliver or mail paper copies of any
17 documents to the Court.

18 In matters requiring that an administrative record be filed with the Court, parties
19 must provide a copy of the record to the Court in an electronic format. No physical copy
of the record shall be filed.

20 If an audio or video exhibit must be filed, the party shall contact the courtroom
21 deputy, Natalie Wood, via email at natalie_wood@wawd.uscourts.gov for instructions on
how to file it.

22 C. Certification of Conferral

23 Except for dispositive motions, motions shall contain a certification that the parties
24 have met and conferred. (*But see* Section II(F) *infra*, for conferral requirements as to
25 motions to dismiss pursuant to Fed. R. Civ. P. 12(b).) The certification should be clearly
26 visible within either the first substantive paragraph or the final paragraph of the motion.
Parties must make a meaningful effort to confer prior to filing a motion. Parties should
provide for at least three (3) business days between attempts to confer and a motion's

1 filing and shall explain their specific efforts to comply if contact was not successfully
2 made. Motions that do not comply may be summarily stricken or denied.

3 **D. Requests for Extensions of Time**

4 Motions for extensions of time are discouraged and will be granted only where
5 good cause is evident. Accordingly, parties should not expect the Court to grant
6 extensions even if they are unopposed, absent the necessary showing. Press of business in
7 other matters ordinarily does not evidence good cause.

8 Motions for extensions of time shall be filed at least **THREE (3) business days** in
9 advance of the expiration of the relevant deadline. Any opposition must be filed within
10 two (2) business days of the motion. Untimely motions or responsive briefing may be
11 summarily denied or stricken.

12 **E. Requests to Reschedule Hearings**

13 Motions to reschedule are discouraged because of their impact on the Court's
14 calendar. If rescheduling is necessary, the motion shall be filed no later than **FIVE (5)**
15 **business days** before the scheduled hearing. The motion shall contain alternative dates
16 and times which are available for all parties. If the suggested dates and times are not
17 available on the Court's calendar, the Court will select a date and time *sua sponte*.

18 **F. Dispositive Motions**

19 A motion pursuant to Fed. R. Civ. P. 12(b) is discouraged if the defect can be
20 cured by filing an amended pleading. **Therefore, the parties must meet and confer**
21 **prior to filing a motion to dismiss pursuant to Fed. R. Civ. P. 12(b) to determine**
22 **whether it can be avoided**, and such motions must contain a certification of conferral as
23 set forth above in Section II(C). In addition, parties shall endeavor not to oppose timely
24 motions to amend.

25 A motion for summary judgment pursuant to Fed. R. Civ. P. 56, and oppositions
26 thereto, shall not exceed **TWENTY-FOUR (24) pages** (exclusive of the certificate of
service). Replies shall not exceed **TWELVE (12) pages**. Leave of the Court must be
obtained to file a sur-reply. A motion for summary judgment may be filed at any time
during the case prior to expiration of the dispositive motion deadline.

In a two-party case, if both parties intend to file summary judgment motions,
counsel are to agree among themselves which party is to file the initial motion. After that
motion has been filed, the other party shall file a cross-motion accompanied by a single
memorandum (both opposing the first party's motion and in support of its own
cross-motion), the first party shall then file an opposition/reply, and the second party
may then file a reply. If more than two (2) parties intend to file motions in a multi-party
case, counsel shall submit a proposed briefing schedule prior to filing a summary
judgment motion.

24 **G. Motions for Reconsideration**

25 Motions for reconsideration are discouraged. Motions that reassert prior arguments
26 or raise new arguments that could have been made earlier will be summarily denied.

1 Motions for reconsideration and oppositions thereto shall not exceed **TEN (10) pages**
2 (excluding the certificate of service). Replies shall not exceed **FIVE (5) pages**.

3 **H. Hearings on Motions**

4 Regardless of whether the parties request oral argument, the Court retains
5 discretion to resolve a motion on the briefs. If the Court finds that oral argument is
6 necessary, the Court will contact the parties for scheduling and other necessary
7 arrangements. The parties shall be limited to twenty (20) minutes per side plus five (5)
8 minutes for rebuttal unless otherwise ordered.

9 **I. Proposed Orders**

10 The parties are required to email a Word version of a proposed order with all
11 motions and stipulations to Rothsteinorders@wawd.uscourts.gov.

12 **III. Discovery Disputes**

13 **No opposed discovery motions are to be filed with the Court until the parties**
14 **meaningfully comply with Fed. R. Civ. P. 37(a)(1).** If the parties are unable to reach an
15 agreement on a discovery issue after conferring, they shall arrange a telephone or video
16 conference with the Court regarding the issue. Both of these steps must be completed
17 before any opposed discovery motions are filed. Noncompliant motions may be
18 summarily denied or stricken.

19 To arrange such hearing, all counsel (not support staff) for the disputing parties
20 shall send a joint email to Rothstein_Chambers@dcd.uscourts.gov with a short
21 (maximum one paragraph) joint description of the dispute, as well as three dates and time
22 ranges when the parties are available for a telephone or video conference. The parties'
23 time ranges should specify Eastern Time or Pacific Time. Counsel shall not contact the
24 Court until they have sufficiently narrowed the disputed issues to only those issues they
25 cannot, without Court assistance, resolve themselves. Because the Court expects that the
26 parties should contact it only as a last resort, counsel found to be unreasonably delaying
discovery may be sanctioned.

Discovery disputes shall be raised in a timely manner to allow discovery to be
completed within the discovery deadline. The failure to do so may waive a party's ability
to challenge the discovery behavior.

If the Court permits the filing of an opposed discovery motion, the motion shall
contain a verbatim recitation of the discovery request and objection at issue or shall
attach a copy of such. Again, if the Court must resolve the discovery dispute by motion,
the losing party may be sanctioned.

Notice of these discovery procedures shall be provided to third parties that receive
discovery requests from the parties. They, too, shall be expected to comply with these
procedures.

Should the case be referred to a Magistrate Judge for discovery purposes, no
opposed discovery motions shall be filed until the party has contacted the Magistrate
Judge to be informed of his/her procedures for resolving discovery disputes.

IV. Rule 16(b) Initial Status Conference and Scheduling Order

Unless specific circumstances require it, the Court will not hold a Fed. R. Civ. P. 16(b) Initial Status Conference. Instead, the Court will review the parties' combined Joint Status Report and Discovery Plan as required by FRCP 26(f) and Local Civil Rule 26(f) and issue a Scheduling Order as soon as practicable thereafter.

V. Settlement

The 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. The parties are encouraged to advise the Court at the earliest possible time in the event they believe referral to mediation with a magistrate judge might enable settlement. Although the Court expects the parties to address settlement at the outset of the case, the parties have an ongoing obligation to explore possible settlement options. If the matter settles, in whole or in part, the parties shall promptly file a notice of settlement and advise the Court how much time is needed to file dismissal papers.

VI. Courtroom Procedures

Counsel with authority to make all decisions on behalf of the parties shall be present at all Court appearances. Counsel and *pro se* parties shall observe appropriate courtroom decorum, including that they shall rise to address the Court and remain at the podium unless granted permission to approach the bench or a witness.

VII. Compliance

A failure by any party to fully comply with this order may result in the imposition of sanctions.

SO ORDERED.

July 8, 2026



BARBARA J. ROTHSTEIN
UNITED STATES DISTRICT JUDGE