

the title of each pleading **must** also clearly identify the filing party and the subject matter of the dispute. Examples of appropriately-titled motions are as follows:

PLEADING/DISCOVERY DISPUTE NO. 1
Plaintiff's Motion to Compel Production of
Documents and Brief in Support

PLEADING/DISCOVERY DISPUTE NO. 2
Defendant's Response to Plaintiff's Motion for
Leave to Amend Complaint and Brief in Support

This numbering system assists in the Court in tracking pleadings for a particular dispute, especially in those cases involving multiple disputes within a short period of time.

2. Every automatically-referred pleading **must include the identifying notations “(BH)” at the end of the case number and “Automatic-Referral” under the case number**, as demonstrated above in the style of this case. These notations will assist the District Clerk's Office in routing the pleading to the appropriate court. The notations should not be used for pleadings which are not automatically referred by the District Court's Scheduling Order.

II. HAND-DELIVERY REQUIRED

3. When an automatically-referred pleading is filed with the District Clerk's Office, a copy **must be hand-delivered on that same day** to the undersigned U.S. Magistrate Judge's chambers on the 15th Floor, Room 1567. Hand-delivery ensures that the Court's receipt of the pleading is not delayed for any reason.

III. BRIEF IN SUPPORT REQUIRED

4. Local Rule 7.1 of the Local Civil Rules for the Northern District of Texas requires the filing of briefs in support of most motions. Pursuant to subsection (d), briefs shall contain a “party's contentions of fact and/or law, and arguments and *authorities*.” (emphasis added). Briefs containing authorities greatly assist the Court in making rulings more expeditiously. Pleadings

which do not comply with the briefing requirements of the Local Rules, including, but not limited to Local Rule 7.1, shall be unfiled via a “Notice of Deficiency” form order.

IV. GOOD FAITH CONFERENCE REQUIRED BEFORE FILING MOTION

5. Local Rule 7.1(a) of the Local Civil Rules for the Northern District of Texas requires that the parties confer before filing certain types of motions. Genuine, good-faith efforts by the parties to resolve their disputes before seeking Court intervention often result in greater control over the outcome, acceptable compromise, or appreciably narrowed issues; these efforts also result in cost savings for the litigants. The Court recognizes that opposing parties will have reasonable disagreements throughout litigation that will require the Court’s resolution. However, the parties must comply with Local Rule 7.1(a) and *Dondi Properties Corp. v. Commerce Sav. & Loan Ass’n*, 121 F.R.D. 284, 289-90 (N.D. Tex. 1988) (discussing proper utilization of then Local Rule 5.1(a), which is now Local Rule 7.1(a)), in an earnest attempt to ensure that the issues presented to the Court are unbridgeable and supported by reasonable yet differing positions. The parties are therefore directed to confer in good faith prior to filing a motion.

6. During the conference, the parties should engage in an item-by-item discussion of each issue in dispute. If unresolved issues remain after the conference, the moving party shall proceed to file a motion. The motion must include a certificate of conference which sets forth the date of the conference, the length of the conference, and the names of the persons who attended or participated in the conference. Motions which do not comply with this requirement shall be unfiled via a “Notice of Deficiency” form order.

7. **Any party, including the moving party, who refuses to confer as directed in these instructions may be subject to sanctions.**

V. SPECIAL INSTRUCTIONS FOR DISCOVERY DISPUTES

8. This Court encourages the use of informal preliminary telephone conferences as a means of resolving *narrow* discovery and pleading disputes in an expeditious and economical manner prior to the filing of a formal motion. This type of conference is especially effective for scheduling disputes and disputes which occur regarding or during depositions.

9. After conferring as required in Section IV of this Order, and prior to filing a motion, the parties may request a telephonic conference with the Court by calling Courtroom Deputy Lisa Martin at **214-753-2167** or by calling Chambers at **214-753-2392**. If the Court is unavailable, a conference call will be scheduled as soon as possible. If the Court determines during the conference that the issue is more appropriately determined after briefing, the Court may direct that a formal motion be filed.

10. Any questions regarding this Order may be directed to Courtroom Deputy Lisa Martin at **214-753-2167** or to Chambers at **214-753-2392**

SO ORDERED, on this 24th day of February, 2006.


IRMA CARRILLO RAMIREZ
UNITED STATES MAGISTRATE JUDGE