

**LOCAL RULES**  
**OF**  
**PRACTICE AND PROCEDURE**

United States District Court  
For the Western District of Michigan

Hon. Robert J. Jonker, Chief Judge  
Hon. Paul L. Maloney, Judge  
Hon. Janet T. Neff, Judge  
Hon. Gordon J. Quist, Judge

Updated: February 21, 2017

**LOCAL RULES OF CRIMINAL  
PRACTICE AND PROCEDURE**

United States District Court  
For The Western District of Michigan

**Effective June 1, 1998  
Including Amendments through February 21, 2017**

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**Preface to the 1998 Edition**

On March 12, 1996, the Judicial Conference approved the recommendation of the Committee on Rules of Practice and Procedure to “adopt a numbering system for local rules of court that corresponds with the relevant Federal Rules of Practice and Procedure.” The action of the Judicial Conference implements the December 1, 1995 amendments to the Federal Rules of Appellate, Bankruptcy, Civil, and Criminal Procedure, which provide that all local rules of court “must conform to any uniform numbering system prescribed by the Judicial Conference.” (See Appellate Rule 47, Bankruptcy Rules 8018 and 9029, Civil Rule 83, and Criminal Rule 57).

In addition to the substantive changes to the local rules found in the 1998 Edition, the Rules have been renumbered to comply with this mandate. The result is that, rather than being consecutively numbered, the rules have been assigned numbers which best correspond to the numbering scheme of the Federal Rules of Civil and Criminal Procedure. The renumbered Local Civil Rules and the renumbered Local Criminal Rules have been compiled as separate sets of Rules. Many of the rules familiar to practitioners under the prior edition remain substantively intact, but have had their provisions redistributed to two or more new rules within the newly-mandated numbering system.

Local Criminal Rules which do not correspond to any rule within the Federal Rules of Criminal Procedure have been assigned to Rule 57, which, in the Federal Rules of Criminal Procedure, governs the rulemaking authority of the Courts of the various districts.

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## **I. SCOPE, PURPOSE AND CONSTRUCTION**

### **Local Criminal Rule 1. Authority; scope; construction**

1.1 Authority - These rules are promulgated pursuant to 28 U.S.C. § 2071 and Rule 57 of the Federal Rules of Criminal Procedure. Amendment of these rules is governed by LCrR 57.3(a).

1.2 Short title - These rules may be cited and referred to individually as "W.D. Mich. LCrR \_\_\_\_\_."

1.3 Effective date - The effective date of these rules is June 1, 1998, including amendments through February 21, 2017

1.4 Applicability - These rules apply to all criminal proceedings in this Court.

1.5 Scope - These rules govern the procedure in the United States District Court for the Western District of Michigan, govern the practice of attorneys before this Court, and supersede all previous rules promulgated by this Court or any judge thereof. Administrative orders and single-judge standing orders shall be maintained by the Clerk and made available upon request. All such orders shall be consistent with these rules and the Federal Rules of Criminal Procedure.

1.6 Construction - These rules shall be construed to achieve an orderly administration of the business of this Court and to secure the just, speedy and inexpensive determination of every action. References to statutes, regulations or rules shall be interpreted to include all revisions and amendments thereto. References to the Clerk shall be interpreted to mean the Clerk of this Court or any deputy clerk. Wherever used in these rules, the term "party," whether in the singular or plural, shall include all parties appearing in the action pro se and the attorney or attorneys of record for represented parties, where appropriate.

### **III. INDICTMENT AND INFORMATION**

#### **Local Criminal Rule 6. Grand juries**

6.1 All grand juries are under the direct supervision of the Court. They shall convene at such times and dates as ordered by the Chief Judge.

**Local Criminal Rule 9. Warrants and summonses [REPEALED]**

## **IV. ARRAIGNMENT AND PREPARATION FOR TRIAL**

### **Local Criminal Rule 10. Arraignment**

10.1 Whenever the U.S. Attorney wishes to have a defendant appear for arraignment or change of plea, a date should be obtained from the office of the responsible judge or magistrate judge. When a defendant has previously appeared before a judicial officer in this district, the date of an arraignment should not be more than seven (7) days after the date of indictment. Thereafter, the U.S. Attorney's Office is responsible for notifying all necessary parties of the date and time for the proceeding. This includes the marshal, the person responsible for issuing a writ, if needed, the probation office, the defendant and/or defendant's attorney.

## Local Criminal Rule 11. Guilty pleas

11.1 Guilty pleas in felony prosecutions - With the consent of the district judge to whom the case is assigned, a magistrate judge may preside over the taking of guilty pleas in felony matters pursuant to Fed. R. Crim. P. 11 in the circumstances below.

- (a) The magistrate judge shall carefully explain to the defendant that he or she has the right to have all proceedings, including the plea hearing, conducted by a district judge. The magistrate judge shall not proceed unless after such explanation, the defendant, defendant's attorney, and the attorney for the government all consent in writing and on the record to allow the magistrate judge to preside over the guilty-plea proceedings.
- (b) If the magistrate judge finds on the record that defendant's consent is knowingly and voluntarily given, the magistrate judge shall conduct guilty-plea proceedings, following the procedures set forth in Rule 11 of the Federal Rules of Criminal Procedure. The magistrate judge shall set forth on the record findings concerning the knowing and voluntary nature of the guilty plea, the adequacy of the factual basis for the plea, and any other relevant matter. If satisfied that all requirements of law have been met, the magistrate judge shall accept the plea and order the preparation of a presentence investigation report. The magistrate judge shall inquire concerning the existence of a plea agreement but shall not accept or reject any such agreement, but shall specifically reserve acceptance of the plea agreement for the district judge at the time of sentencing.
- (c) A magistrate judge shall not have authority to accept a conditional guilty plea or a plea of nolo contendere in a felony case.
- (d) Upon application of a party or sua sponte, the district judge shall conduct a de novo review of the magistrate judge's findings. In conducting such review, the district judge may reconduct all or any part of the guilty-plea hearing and may affirm, set aside, or cure any finding or proceeding before the magistrate judge. Any application for review made by a party must be in writing, must specify the portions of the findings or proceedings objected to, and must be filed and served no later than fourteen (14) days after the plea hearing, unless the time is extended by the district judge.

## Local Criminal Rule 12. Motion practice

12.1 Briefs - All motions, except those made during a hearing or trial, shall be accompanied by a supporting brief. Any party opposing a written motion shall do so by filing and serving a brief conforming to these rules. All briefs filed in support of or in opposition to any motion shall contain a concise statement of the reasons in support of the party's position and shall cite all applicable federal rules of procedure, all applicable local rules, and the other authorities upon which the party relies. Briefs shall not be submitted in the form of a letter to the judge.

12.2 Supporting documents - When allegations of facts not appearing of record are relied upon in support of or in opposition to any motion, all affidavits or other documents relied upon to establish such facts shall accompany the motion. All discovery motions shall set forth verbatim, or have attached, the relevant discovery request and answer or objection.

12.3 Modification of limits - In its discretion, the Court may in a particular case shorten or enlarge any time limit or page limit established by these rules, with or without prior notice or motion.

12.4 Attempt to obtain concurrence - With respect to all motions, the moving party shall ascertain whether the motion will be opposed. In addition, in the case of all non dispositive motions, counsel or pro se parties involved in the dispute shall confer in a good-faith effort to resolve the dispute. All non dispositive motions shall be accompanied by a separately filed certificate setting forth in detail the efforts of the moving party to comply with the obligation created by this rule.

12.5 Motion for expedited consideration - Where the relief requested by a motion may be rendered moot before the motion is briefed in accordance with the schedules set forth herein, the party shall so indicate by inserting the phrase "EXPEDITED CONSIDERATION REQUESTED," in boldface type, below the case caption, and shall identify in the motion the reason expedited consideration is necessary.

12.6 Unavailability of judge - If it appears that any matter requires immediate attention, and the judge to whom the case has been assigned, or in the usual course would be assigned, is not available, the matter shall be referred to the judge's assigned magistrate judge, who shall decide the matter if it is within the magistrate judge's jurisdiction. If the matter can only be decided by a judge, the magistrate judge shall determine whether the matter can be set for a hearing at a time when the assigned judge is available. If the matter is determined by a magistrate judge to require an immediate hearing before a judge, the case will be referred to the Chief Judge, or in the Chief Judge's absence, the next available judge by seniority for decision or reassignment to an available judicial officer. After disposition of this emergency matter, the case will be returned to the originally assigned judge.

12.7 Privacy - [Repealed]

## **Local Criminal Rule 17. Service of subpoenas**

17.1 All subpoenas delivered to the United States Marshal's Office for service shall allow a minimum of seven (7) days if within the Western District of Michigan, or fourteen (14) days if outside the district, prior to the required appearance. A deposit in a sum deemed sufficient by the marshal to cover fees for the service to be performed shall be made in every instance in which the marshal is required to perform service. The marshal may require that any payment be in cash or certified check.

## **V. VENUE**

### **Local Criminal Rule 18. Assignment of cases**

18.1 All cases shall be assigned to the division in which the offense is alleged to have been committed.

## VI. TRIAL

### Local Criminal Rule 23. Trial date

23.1 Scheduling - Cases shall be set for trial in the manner and at the time designated by the judge before whom the cause is pending. Any case may be assigned from one judge to another with the consent of both judges to promote the efficient administration of justice or to comply with the Speedy Trial Act in another case.

23.2 Continuances - A motion for a continuance of a criminal matter shall be made only for good cause and in conjunction with the Speedy Trial Act.

23.3 Notice of Settlement - Whenever a case is settled or otherwise disposed out of Court, counsel for all parties shall assure that immediate notice is given to the Court. Should a failure to provide immediate notice result in having jurors unnecessarily report for service in connection with the case, the Court may, on its own motion, for good cause shown, assess costs incurred in having jurors report for service equally between the parties or against one or more of the parties responsible for failure to notify the Court.

## **Local Criminal Rule 24. Confidentiality of juror information**

### 24.1 Confidentiality of juror information

- (a) All information obtained from juror questionnaires is confidential and may be used only for jury selection and in accordance with this rule.
- (b) All copies of juror questionnaires must be destroyed or returned to the Court upon completion of jury selection, or at any earlier time determined by the Court.
- (c) For represented parties, counsel of record is responsible for maintaining the confidentiality and security of juror questionnaires, and must apply security practices no less stringent than those applicable to confidential client information. Unrepresented parties may use juror questionnaires only under supervision of the Court, and may not reproduce the juror questionnaires in any form, or distribute them to anyone.
- (d) Juror questionnaires will be electronically filed under restricted access three (3) business days before trial. Electronic access will be available to the Court and counsel of record only. The Court will provide unrepresented parties with one paper copy of the juror questionnaires at the beginning of jury selection. Juror questionnaires will not be available via mail or facsimile transmission.

**Local Criminal Rule 26. Attorney as witness**

26.1 Leave of court to conduct the trial of an action in which the attorney is to be a witness shall be sought in advance of trial when feasible.

## VII. JUDGMENT

### Local Criminal Rule 32. Sentencing

32.1 Notice - The office of the responsible judge or magistrate judge setting the sentence will notify all necessary parties of the date of sentencing. This includes the marshal, the person responsible for issuing a writ, if needed, the probation office, the U.S. Attorney, the defendant and/or defendant's attorney. This date may be set at the time of taking a plea or a verdict of guilty.

32.2 Presentence report - Unless waived pursuant to Fed. R. Crim. P. 32(c), a presentence report must be prepared in every felony case and may be prepared in misdemeanor cases in the Court's discretion.

- (a) Initial interview - The initial interview with the defendant, defendant's counsel, and the probation officer must be conducted within seven (7) days of the date of the order setting sentencing date. Counsel for the government must make available the offense conduct information, including all relevant conduct, within seven (7) days of the date of such order.
- (b) Disclosure of presentence report - At least thirty-five (35) days before the date scheduled for sentencing, the probation officer must provide a copy of the presentence report (except the sentencing rationale) to (1) counsel for the government, and (2) counsel for the defendant or, where the defendant is pro se, to the defendant. The sentencing judge may additionally direct the probation officer not to disclose the officer's recommendation on the sentence. Disclosure of the presentence investigation report (and any subsequent revisions and addenda thereto) to a defense attorney is deemed to be disclosure to the defendant. Defense counsel must provide a copy of the report to the defendant forthwith.
- (c) Time of disclosure -
  - (1) To represented parties: The presentence report is deemed disclosed to counsel for a represented defendant and to counsel for the government when it is filed electronically by the Probation Office on the CM/ECF system (access restricted to the Court, the probation office, attorneys of record for the government and for the relevant defendant).
  - (2) To an unrepresented party: The presentence report is deemed disclosed to a *pro se* defendant when a copy of the report is physically delivered or three (3) days after a copy of the report has been mailed. The presentence report must contain the date of mailing.
- (d) Objections to presentence report - Within fourteen (14) days after disclosure of the presentence report, each counsel or pro se defendant must file a written response to the presentence report acknowledging disclosure and containing all objections, and supporting reasons, to any material information, sentencing classifications, sentencing guideline ranges,

and policy statements contained in or omitted from the report. Alternatively, the response may affirmatively state that there is no objection to the report. Counsel for the government and for defendant must submit objections electronically by the CM/ECF system (access restricted to the Court, the probation office, attorneys of record for the government and for the relevant defendant); the government must also serve objections pertaining to an unrepresented defendant on that defendant alone by traditional means, with proof of service. Unrepresented defendants must file their objections in writing with the Clerk of the Court, with a proof of service on government counsel. The Clerk shall file the objections electronically by the CM/ECF system (access restricted to the Court, the probation office, and attorneys of record for the government).

- (e) Non-judicial resolution of objections - After receiving a timely objection, the probation officer must promptly conduct any further investigation and make any revisions to the presentence report that may be necessary. The probation officer may require each counsel and pro se defendant to meet with the officer to discuss unresolved factual and legal issues, and may request that such persons meet with each other for the same purpose.
- (f) Submission of presentence report to the Court - Not less than nine (9) days before the date set for sentencing, the probation officer must submit the final presentence report electronically by the CM/ECF system (access restricted to the Court, the probation office, attorneys of record for the government and for the relevant defendant). The report will be accompanied by an addendum setting forth any unresolved objections that counsel or the pro se defendant may have, together with the officer's comments thereon. The probation officer must certify that the contents of the report, including any revisions and the addendum, have been disclosed to counsel and any pro se defendant, and that the addendum fairly states any remaining objections.
- (g) Motions for departure or variance; sentencing memoranda - Not less than seven (7) days before the date set for sentencing, any party seeking an upward or downward departure under the Sentencing Guidelines or a variance based on the application of the factors set forth in 18 U.S.C. § 3553(a), or both, must submit a separate and clearly captioned motion seeking such relief. All sentencing memoranda, including memoranda in support of a motion for departure or variance, must be filed by the same date. Counsel must submit such motions and memoranda by the CM/ECF system and may move for leave to restrict access to the Court, the probation office, attorneys of record for the government and for the relevant defendant, if sensitive or confidential information is contained therein. *Pro se* parties must file and serve such documents in the traditional manner, with proof of service on the opposing party.
- (h) Judicial resolution of objections - Upon receipt of the final report and attachments, the sentencing judge will determine the extent of any further proceedings necessary in light of the nature of any unresolved objections. The judge may hold all objections for resolution at the time of sentencing. In the alternative, the judge may resolve any objections prior to sentencing and may afford the parties a reasonable opportunity for the submission of further written objections before the imposition of sentence. Any objections must be made in the

same manner as provided for in this rule. Where the Court determines that a hearing is necessary to resolve the disputed sentencing matters, a hearing may be held for that purpose, either on the date of sentencing or at an earlier time.

- (i) Late objections - Upon a showing of good cause, the Court may allow a new objection to be raised at any time prior to the imposition of sentence.
- (j) Modified or Expedited Procedures - The time periods set forth in this rule may be modified by the Court for good cause shown, or upon its own motion, except that in no event shall sentence be imposed less than ten (10) days following disclosure of the presentence report without the consent of the defendant. The parties may agree in writing or on the record to an expedited sentencing procedure that shortens the times set forth in this rule or abbreviates the information otherwise required in the presentence report.
- (k) Limitations on disclosure - Nothing in this rule requires the disclosure of any portions of the presentence report that are not disclosable under the Federal Rules of Criminal Procedure.
- (l) Relationship to Fed. R. Crim. P. 32 - This rule shall not be construed to limit any sentencing procedure modifications permitted by Rule 32 of the Federal Rules of Criminal Procedure.
- (m) Release of presentence report to other officers - The Chief Probation Officer may, in his or her discretion, disclose a presentence report to a federal or state probation or parole officer in connection with that officer's conduct of official duties regarding a person previously sentenced by this Court.

32.3 Judgments and Commitments - [Repealed]

### **Local Criminal Rule 32.1.1 Actions against persons on probation or supervised release**

32.1.1 Whenever the probation office requests action against a probationer or person on supervised release, the probation office shall secure a date from the office of the judge or magistrate judge conducting the preliminary, revocation, or modification hearing and notify all necessary parties. This includes the marshal, the person responsible for issuing a writ, if needed, the U.S. Attorney, and the defendant and/or defendant's attorney.

## **X. GENERAL PROVISIONS**

### **Local Criminal Rule 44. Motion for appointment**

44.1 If trial counsel was appointed under the Criminal Justice Act and intends to prosecute the appeal, counsel should file a motion with the Clerk of the Court of Appeals for appointment on appeal. Whether on such a motion or otherwise, no further proof of the defendant's indigency need be submitted unless specifically required by the Court of Appeals.

## Local Criminal Rule 47. Motions

### 47.1 Dispositive motions

- (a) Definition - Dispositive motions are motions to dismiss or quash an indictment or information made by the defendant, to suppress evidence in a case, to involuntarily dismiss an action, and other dispositive motions as defined by law.
- (b) Length of briefs - Any brief filed in support of or in opposition to a dispositive motion shall not exceed twenty-five (25) pages in length, exclusive of cover sheet, tables, and indices.
- (c) Briefing schedule - Any party opposing a dispositive motion shall, within twenty-eight (28) days after service of the motion, file a responsive brief and any supporting materials. The Court may permit or require further briefing.
- (d) Oral argument - Any party desiring oral argument shall include a request for oral argument in the caption and the heading of the party's brief. In its discretion, the Court may schedule oral argument or may dispose of the motion without argument at the end of the briefing schedule. The time for oral argument on all motions shall be scheduled and noticed by the Court at the earliest convenient date.

### 47.2 Nondispositive motions

- (a) Definition - Nondispositive motions are all motions not specifically listed in LCrR 47.1.
- (b) Length of briefs - Any brief filed in support of or in opposition to a nondispositive motion shall not exceed ten (10) pages in length, exclusive of cover sheet, tables, and indices.
- (c) Briefing schedule - Any party opposing a nondispositive motion shall, within fourteen (14) days of service of the motion, file a responsive brief and supporting materials. The Court may permit or require further briefing. Reply briefs may not be filed without leave of court.
- (d) Oral argument - Any party desiring oral argument shall include a request for oral argument in the caption and the heading of the party's brief. In its discretion, the Court may schedule oral argument or may dispose of the motion without argument at the end of the briefing schedule. The time for oral argument on all motions shall be scheduled and noticed by the Court at the earliest convenient date.

47.3 Motions for reconsideration

- (a) Grounds - Generally, and without restricting the discretion of the Court, motions for reconsideration which merely present the same issues ruled upon by the Court shall not be granted. The movant shall not only demonstrate a palpable defect by which the Court and the parties have been misled, but also show that a different disposition of the case must result from a correction thereof.
  
- (b) Response to motions for reconsideration - No answer to a motion for reconsideration will be allowed unless requested by the Court, but a motion for reconsideration will ordinarily not be granted in the absence of such request. Any oral argument on a motion for reconsideration is reserved to the discretion of the Court.

## Local Criminal Rule 49. Form of pleadings and other papers; filing requirements

49.1 Place of filing - Pleadings and other papers may be filed with the Clerk at any divisional office during walk-in business hours. If a hearing is scheduled, it is incumbent upon the party to insure that the judge or magistrate judge receives a copy of such relevant pleadings or other papers sufficiently in advance of the hearing.

49.2 Paper size and format - All documents must be double spaced in 8½ x 11 inch format with writing on only the face of each sheet. Type must be no smaller than 12 point type and all margins must be at least one inch.

49.3 Binding - All pleadings and other papers that have numerous pages must be bound with a fastener. Originals should be stapled or bound on the top margin with a two-hole fastener. Copies may be bound in the same manner as originals or in a binder. Paper clips and other types of clips shall not be used; fasteners shall pass through the pages.

49.4 Date, address and telephone number - All pleadings and other papers shall contain the date of signing and the address and telephone number of the signing attorney or pro se party.

49.5 Number of copies - All traditionally filed documents must be filed in duplicate -- the original and one copy. If service of any paper is to be made by the United States Marshal, sufficient additional copies shall be supplied for service upon each other party. If file stamped copies of documents are requested to be returned to the offering party, a suitable self-addressed, postage paid envelope shall be supplied.

49.6 Proof of service - Proof of service of all pleadings and other papers required or permitted to be served shall be filed promptly after service and may be made by written acknowledgment of service, by affidavit of the person making service or by written certification of counsel. Proof of service shall state the date and manner of service. Proof of service is unnecessary for documents served electronically on a registered attorney.

49.7 Tendering of orders - [Repealed]  
Ex parte submissions

- (a) Filing of ex parte submissions - If the law allows a party to submit a pleading or other paper *ex parte*, the party may file the document with the Clerk without serving a copy on any other party. The document shall be properly identified on its face as *Ex Parte*. A registered attorney must submit any *ex parte* filing electronically by use of the appropriate CM/ECF event. An NEF will be generated for the *ex parte* document and will be transmitted to all parties. Unless modified by the filer, the NEF and docket entry will identify the document only as “*Ex Parte* Document” or “*Ex Parte* Motion.”
- (b) Access to ex parte filings - The docket entry and the NEF for any *ex parte* filing will be available for public viewing. Unless the Court specifically orders otherwise, access to *ex parte* documents will be available only to the party submitting the filing (or that party’s

registered attorneys) and to the personnel of this Court and the Court of Appeals, but not to the public or any other party.

- (c) Filings by the Court - The court may issue restricted access orders in response to *ex parte* filings. Access to these orders will be restricted to the moving party, the personnel of this Court and the Court of Appeals. The docket entry and the NEF for any restricted access order will be identified as such and available for public viewing.
- (d) Sealed Cases - If an entire case has been sealed, either by order or by operation of statute, then neither the *ex parte* submission nor any docket entry relating thereto will be available for public viewing, until such time as the Court orders otherwise.

#### 49.8 Filing documents under seal

- (a) Requests to seal - The procedures set forth in this rule apply to cases that have not been sealed in their entirety. Documents may be submitted under seal only if authorized by the Court for good cause shown. A person seeking leave to file a document under seal must file a motion requesting such relief, unless the Court has entered a previous order authorizing the submission of the document under seal or submission under seal is authorized by statute. The motion seeking leave to file under seal should generally be a public filing, unless the submitting party believes in good faith that public access to the motion will compromise the confidential matter. A proposed sealed document submitted by a registered attorney must be submitted electronically under seal as a separate document, under a separate docket entry, by use of the appropriate CM/ECF event. The docket entry and the NEF for any sealed document will be available for public viewing; the description of the sealed document should therefore be general in nature (*e.g.*, sealed affidavit, sealed exhibit, sealed motion). The proposed sealed document shall be appropriately identified on its face as sealed, but should not contain the word “proposed.” Proposed sealed documents submitted by persons other than registered attorneys must be filed in a sealed envelope bearing the case caption and number, the identity of the party submitting the documents, and a general description of the contents; the proposed sealed document will be scanned and maintained electronically under seal. If the Court denies the motion to seal in whole or in part, the proposed sealed document will remain sealed, but the Court may order the submitting party to tender a modified document, either sealed or not under seal, as the Court directs. If the Court grants leave to file the document under seal, the Clerk of Court will modify the docket entry to remove reference to “proposed.”
- (b) Access to sealed documents - A document filed under seal may be accessed electronically only by authorized personnel of this Court and the Court of Appeals and not by the public or any attorney or party.
- (c) Service of sealed documents - A party submitting a document under seal must serve it by non-electronic means of service on all other parties.

- (d) Death penalty and other complex litigation - The parties to a death-eligible case, a death-penalty case, or other complex litigation involving numerous sealed documents may be ordered to comply with a special protocol for submission of sealed and *ex parte* documents, which will supersede the procedures set forth in this rule.

49.9 Rejection of filings - The Court may order the Clerk to reject any pleading or other paper that does not comply with these rules or the Federal Rules of Criminal Procedure unless such noncompliance is expressly approved by the Court. The Clerk shall return any rejected filing to the party tendering it, along with a statement of the reasons for rejection.

49.10 Filing and service by electronic means

- (a) General information; definitions - Pursuant to Rule 49(d) of the Federal Rules of Criminal Procedure, the Clerk will accept pleadings and other papers filed and signed by electronic means in accordance with this rule. All papers filed by electronic means must comply with technical standards, if any, now or hereafter established by the Judicial Conference of the United States.

This rule shall apply to all criminal actions maintained in the court's electronic case filing system. All documents, whether filed electronically or on paper, will be placed into the electronic case filing system, except as provided below. Attorneys must file and serve all documents electronically by use of the ECF system unless (1) the attorney has been specifically exempted by the Court for cause or (2) a particular document is not eligible for electronic filing under this rule.

As used in this rule, the term

- “ECF system” means the electronic case filing system maintained by this Court;
- “registered attorney” means an attorney who is authorized pursuant to Rule 49.10(b) to file documents electronically and to receive service on the ECF system;
- “charging document” means the original complaint, indictment (or any superseding indictment), information or other document by which charges are brought in a criminal case;
- “electronically filed document” means any order, opinion, judgment, pleading, notice, transcript, motion, brief or other paper submitted electronically to the ECF system;
- “traditionally filed document” means a pleading or other paper submitted to the Clerk in paper form for filing;
- “NEF” means the Notice of Electronic Filing generated by the ECF system;

- “nonelectronic means of service” means one of the methods of service authorized by Rule 49(b) of the Federal Rules of Criminal Procedure and Rule 5(b) of the Federal Rules of Civil Procedure, except electronic service under FED. R. CIV. P. 5(b)(2)(E).

(b) Mandatory registration; Attorney training

- (i) Every attorney practicing in this Court must register to file and serve documents electronically by the ECF system.
- (ii) To be entitled to register as a user of the ECF system, an attorney must be admitted to practice in this District, be a member in good standing, and have filed with the Clerk a completed ECF Attorney Registration form. In addition, the attorney or the attorney’s firm must have a Public Access to Court Electronic Records (PACER) account and an e-mail address.

Detailed registration information is available on the Court’s Website ([www.miwd.uscourts.gov](http://www.miwd.uscourts.gov)). Upon receipt of the ECF Attorney Registration form, the Court will issue a login name and a user password to qualified attorneys. All registered attorneys have an affirmative duty to update their accounts with any change in their e-mail address. A registered attorney may not knowingly cause or allow another person to file a document using the attorney’s login name and password, except for members of the attorney’s staff. Authorized use of an attorney’s login name and password by a staff member is deemed to be the act of the attorney. However, a registered attorney must not allow an unregistered attorney, even a member of the same firm, to use his or her login name and password. If a login name and/or password should become compromised, the attorney is responsible for notifying the ECF Help Desk immediately.

- (iii) The Clerk’s Office will provide periodic training sessions on use of the ECF system. The Court will also provide on its Website a User’s Manual containing instructions on the use of the ECF system and an on-line tutorial. Law firms are encouraged to have individuals responsible for electronic filing (attorney, paralegal or automation specialist) attend a live training session or use the on-line tutorial.

(c) Charging documents - Charging documents may be filed in the following ways:

- (i) traditionally, bearing manuscript signatures; or
- (ii) electronically, with facsimile signatures created by use of the electronic signature pad; or
- (iii) in a scanned PDF document containing the image of original manuscript signatures.

The Court may issue a summons or warrant electronically, but such process may be served only in accordance with Rule 4(c) of the Federal Rules of Criminal Procedure.

(d) Electronic filing

- (i) Mandatory Electronic Filing - All attorneys must file all pleadings and other papers permitted by the Federal Rules and the Local Rules of this Court (except charging documents) electronically in all criminal cases, subject to the exceptions set forth below. All electronically filed documents must be in PDF digital format and must be submitted in accordance with the instructions set forth in the User's Manual. *Pro se* parties who are not members of the bar of the Court may not file pleadings or other papers electronically, but must submit them in paper form.
- (ii) Papers that may not be filed electronically - The following documents may not be filed electronically, but must be submitted in paper form:
  - (A) Documents submitted by a person who is not a registered attorney (for example, a *pro se* litigant);
  - (B) Papers filed in cases that have been sealed in their entirety;
  - (C) Documents that are required by statute to be filed *in camera*;
  - (D) Garnishee disclosures and other documents submitted by unrepresented third parties in response to writs or other court process;
- (iii) Electronic Filing of Affidavits and Other Original Documents: The following documents must be filed electronically by submission of a scanned PDF version of the original document:
  - (A) Affidavits in support of or in opposition to a motion (This rule does not apply to affidavits of service);
  - (B) Declarations under penalty of perjury;
  - (C) Certified copies of judgments or orders of other Courts.

The electronically filed version of such documents must bear a scanned image of all original manuscript signatures. The filer must meet the requirements of Rule 49.10(e)(vii) regarding evidence of an original signature.

- (iv) Deadlines - Filing documents electronically does not in any way alter any filing deadlines. An electronically filed document is deemed filed upon completion of the transmission and issuance by the Court's system of an NEF. In situations where

attachments to an electronically filed document are submitted in paper form, the electronic document is deemed filed upon issuance of the NEF, provided that the paper exhibits are filed and served within 72 hours thereof. All electronic transmissions of documents must be completed (i.e., received completely by the Clerk's Office) prior to midnight, Eastern Time, in order to be considered timely filed that day. Where a specific time of day deadline is set by Court order or stipulation, the electronic filing must be completed by that time.

- (v) Technical failures - The Clerk shall deem the Court's Website to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon (Eastern Time) that day, in which case, filings due that day which were not filed due solely to such technical failures shall become due the next business day. Such delayed filings must be accompanied by a declaration or affidavit attesting to the filer's failed attempts to file electronically at least two times after 12:00 noon separated by at least one hour on each day of delay because of such technical failure. The initial point of contact for any practitioner experiencing difficulty filing a document electronically shall be the ECF Help Desk, available via phone at (616) 456-2206 or (800) 290-2742, or via e-mail at [ecfhelp@miwd.uscourts.gov](mailto:ecfhelp@miwd.uscourts.gov).
- (vi) Official record; discarding of traditionally filed documents - For purposes of Rule 55 of the Federal Rules of Criminal Procedure, the official record of all proceedings filed on and after November 3, 2003, is the electronic file maintained on the Court's ECF system. The Clerk's Office will discard all traditionally filed documents after they have become part of the electronic record, unless the document produces a low-quality electronic file.
- (vii) Exhibits and attachments -
  - (A) Oversized documents. No PDF document exceeding 10 MB in size may be filed in the CM/ECF system. Filers must divide such documents into component parts, each part not to exceed 10 MB in size, for purposes of electronic filing. The docket entry must clearly indicate that the document is filed in parts. An exhibit may be filed traditionally only if it is exempt from electronic filing under subrule (d)(ii) of this rule.
  - (B) Requirements. Filers must not attach as an exhibit any pleading or other paper already on file with the Court, but shall merely refer to that document. All exhibits and attachments, whether filed electronically or traditionally, must contain on their face a prominent exhibit number or letter. If one or more attachments or exhibits to an electronically filed document are being submitted traditionally under this rule, the electronically filed document must contain a notice of that fact in its text.

(e) Signature

- (i) Attorneys - A registered attorney's use of the assigned login name and password to submit an electronically filed document serves as the registered attorney's signature on that document, for purposes of Fed. R. Civ. P. 11 and for all other purposes under the Federal Rules of Criminal and Civil Procedure and the Local Rules of this Court. The identity of the registered attorney submitting the electronically filed document must be reflected at the end of the document by means of an "s/ [attorney's name]" block showing the attorney's name, followed by the attorney's business address, telephone number, and e-mail address. Graphic and other electronic signatures are discouraged.
- (ii) Multiple attorney signatures - The filer of any electronically filed document requiring multiple signatures (e.g., stipulations, joint motions) must list thereon all the names of other attorney signatories by means of an "s/[attorney's name]" block for each. By submitting such a document, the filer certifies that each of the other attorneys has expressly agreed to the form and substance of the document, that the filer has their actual authority to submit the document electronically, and that the requirements of Rule 49.10(e)(viii) regarding evidence of signature have been met. This paragraph does not apply to pro-se or unrepresented parties, whose manuscript signature, in original or scanned form, must appear on the face of the document.
- (iii) Court reporters - The electronic filing of a transcript by a court reporter by use of the court reporter's login name and password shall be deemed the filing of a signed and certified original document for all purposes.
- (iv) Judges - The electronic filing of an opinion, order, warrant, judgment or other document by a judge (or authorized member of the judge's staff) by use of the judge's login and password shall be deemed the filing of a signed original document for all purposes.
- (v) Clerk of Court or Deputy Clerks - The electronic filing of any document by the Clerk or a Deputy Clerk of this Court or of the Circuit Court of Appeals by use of that individual's login and password shall be deemed the filing of a signed original document for all purposes.
- (vi) Probation Office and Office of the U.S. Marshal - The Probation Office and Office of the United States Marshal for this district are authorized to file and serve documents electronically. The electronic filing of any document by the Probation Office and Office of the United States Marshal by use of the assigned login and password shall be deemed the filing of a signed original document for all purposes.
- (vii) Signature of defendant - Documents containing the original signature of the defendant must be submitted in one of three ways: (1) by use of the in-court

electronic signature pad; (2) in a scanned PDF document containing the image of defendant's manuscript signature; or, (3) if neither of the foregoing is feasible in traditional form.

- (viii) Evidence of Original Signature - Filers of documents containing signatures authorized by Rule 49(e)(ii) (multiple attorney signatures) must maintain any records evidencing concurrence, and filers of documents containing signatures authorized by Rule 49(d)(iii) (electronically filed affidavits, etc.) and 49(e)(vii) (documents containing defendant's signature) must maintain the documents bearing the original manual signature for subsequent production to the Court or for inspection by a party until one year after the final resolution of the action (including appeal, if any). A non-filing signatory or party who disputes the authenticity of a signature on an electronically filed document must file an objection to the document within fourteen (14) days after service of that document.
  
- (f) Proposed pleadings - Except for proposed sealed filings, if the filing of an electronically submitted document requires leave of Court, such as a brief in excess of page limits, the proposed document must be attached as an exhibit to the motion seeking leave to file. If the Court grants leave to file the document, the Clerk of Court will electronically file the document without further action by the attorney. Requests to file documents under seal are governed by Local Criminal Rule 49.8.
  
- (g) Proposed orders - Proposed orders must be submitted electronically. All proposed orders must be in PDF format and must be: (1) attached as an exhibit to a motion or stipulation; or (2) contained within the body of a stipulation; or (3) submitted separately. If the Judge approves the proposed order, it will be refiled electronically under a separate document number.
  
- (h) Service of electronically filed documents
  - (i) Summons and warrants - Warrants and summons may be issued in electronic form with electronically affixed signatures and seal. Service of warrants and summons, however, must be made in accordance with FED. R. CRIM. P. 4(c) and may not be made electronically.
  
  - (ii) Service on registered attorneys - By registering under this rule, an attorney automatically consents to electronic service by both the Court and any opposing attorney of any electronically filed document in any case in which the registered attorney appears. Consequently, service of an electronically filed document upon a registered attorney is deemed complete upon the transmission of an NEF to that attorney and no separate certificate of service should be filed. Traditionally filed documents and sealed documents must be served on registered attorneys by nonelectronic means of service, and a proof of service filed.

- (iii) Service on United States Probation Office - A registered attorney may serve the United States Probation Office electronically with a copy of sentencing memoranda, motions for departure, or any other document that the Federal Rules of Criminal Procedure or these rules require to be served on the Probation Office. If such documents are filed by a registered attorney electronically, service will be accomplished by the ECF system automatically. If such documents are filed traditionally, they must be served on the Probation Office by nonelectronic means of service.
- (iv) Service on unregistered attorneys and *pro se* parties - Counsel filing any pleading or other paper must serve attorneys not registered under this rule and *pro se* parties by nonelectronic means of service. A proof of service must be filed.
- (v) Method of electronic service - At the time a document is filed either electronically or by scanning paper submissions, the Court's system will generate an NEF, which will be transmitted by e-mail to the filer and all registered attorneys who have appeared on that case. The NEF will contain a hyperlink to the filed document. The attorney filing the document should retain a paper or digital copy of the NEF, which serves as the Court's date-stamp and proof of filing. Except in the case of sealed documents (see Local Criminal Rule 49.8(c)) and *ex parte* filings (see Local Criminal Rule 49.7(b), (c)), transmission of the NEF to the registered e-mail address constitutes service of an electronically filed document upon any registered attorney. Only service of the NEF by the Court's system constitutes electronic service; transmission of a document by one party to another by regular e-mail does not constitute service.
- (vi) Effect on time computation - [Repealed]
- (i) Court orders, judgments, writs and other process - Judgments and orders may be filed electronically by the Court or authorized Court personnel. Any order or other Court-issued document filed electronically without the image of the manuscript signature of the judge or clerk has the same force and effect as a document bearing an original signature. Upon entry of an order or judgment in a criminal proceeding, the clerk will transmit an NEF to all registered attorneys. Such transmission constitutes the notice to registered attorneys required by FED. R. CRIM. P. 49(c). The clerk will provide notice to attorneys not registered under this rule and *pro se* parties by nonelectronic means of service. The Clerk may electronically affix the Seal of the Court on writs, summons, and other process, which shall have the same legal force and effect as process bearing an imprinted seal.
- (j) Access to electronically stored documents - Any person may review at the Clerk's Office filings in a criminal case that have not been sealed by the Court or filed *ex parte*. Any person may retrieve a docket sheet in a criminal case through the PACER system and may access electronically the text of documents (except sealed documents, *ex parte* documents, and transcripts) stored on the ECF system and filed on or after November 1, 2004.

- (k) Facsimile transmissions - The Clerk will not accept for filing any pleading or other paper submitted by facsimile transmission.

## **Local Criminal Rule 50. Prompt disposition of criminal cases**

50.1 Pursuant to statutory requirements, the judges of the United States District Court for the Western District of Michigan have adopted a plan to minimize undue delay and further the prompt disposition of cases. Copies of the plan are available on the Court's website or in the Clerk's Office.

## **Local Criminal Rule 56. District courts and clerks; issuance of process**

56.1 Time and place of holding court - The Court shall be deemed to be in continuous session for transacting judicial business on all business days throughout the year. Proceedings may be held at such times and places within the district as the judge to whom the case is assigned shall designate.

56.2 Clerk's Office - The Court maintains Southern Division offices in Grand Rapids, Kalamazoo and Lansing and a Northern Division office in Marquette. The Southern Division comprises the counties of Allegan, Antrim, Barry, Benzie, Berrien, Branch, Calhoun, Cass, Charlevoix, Clinton, Eaton, Emmet, Grand Traverse, Hillsdale, Ingham, Ionia, Kalamazoo, Kalkaska, Kent, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montcalm, Muskegon, Newaygo, Oceana, Osceola, Ottawa, Saint Joseph, Van Buren, and Wexford. The Northern Division comprises the counties of Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft. 28 U.S.C. § 102(b).

56.3 Issuance of process - Any party requesting the issuance of any process or who initiates any proceeding in which the issuance of process is required by statute, rule or order, shall prepare all required forms. The party shall present the process to the Clerk for signature and sealing when required. The Clerk shall, upon request, and subject to current availability, make reasonable supplies of all blank official forms of process available to attorneys admitted to practice in this Court, or their agents or employees.

### 56.4 Books and records kept by the Clerk

- (a) Custody of files - Files in Southern Division cases shall be maintained in the divisional office where the judge or magistrate judge assigned to the case sits. All Northern Division files shall be maintained in Marquette.
- (b) Removal of files, exhibits and papers - No files, pleadings, exhibits or papers shall be removed from the offices of the Clerk except upon order of the Court. Whenever files, pleadings, exhibits or papers are removed from an office of the Clerk, the person receiving them shall sign and deliver to the Clerk a receipt therefor.
- (c) Duplication of papers - The Clerk shall make reasonable arrangements for the duplication of unrestricted papers in any court file.

### 56.5 Assignment of cases to judges

- (a) New criminal cases - Upon the filing of an initial indictment or information, the Clerk must assign the case the next sequential number. The case must be assigned to a district judge by automated means at random, in the proportions established from time to time by administrative order. The Clerk will cause the case number and the name of the assigned judge to be reflected on the official record.
- (b) [Repealed.]

- (c) [Repealed.]
- (d) Exceptions
  - (i) Refilings - If a case is dismissed and later refiled, either in the same or similar form, upon refiling it shall be assigned or transferred to the judge to whom it was originally assigned.
  - (ii) Subsequent proceedings - Post-conviction proceedings in criminal cases (including motions under section 2255 and proceedings to modify or revoke probation or supervised release) shall be assigned to the judge who sentenced the defendant.
  - (iii) Related cases
    - (A) Definition - Cases are deemed related when (1) a superseding indictment or information has been filed; or (2) any other indictment or information is pending against the same defendant(s); (3) an indictment or information charges contempt of court or other crime arising from alleged violation of an order entered in a previous case; (4) an indictment is returned against a defendant who is then on probation or supervised release to a judge, provided the new case involves only the same defendant; or (5) two or more cases are based upon a substantial common nucleus of facts, events, or transactions.
    - (B) Determination - When it appears to the United States Attorney that two or more cases may be related cases, the United States Attorney shall file at the earliest practicable time a statement in all affected cases, describing the basis for concluding that the cases may be related. The duty magistrate judge shall promptly determine whether the cases are related. If related, the cases will be assigned to the same judge. If cases are found to be related cases after assignment to different judges, they may be reassigned by the Chief Judge to the judge having the related case earliest filed.
- (e) Miscellaneous docket - The miscellaneous docket of the Court shall be conducted and assigned at random to a magistrate judge at the time of filing, and it shall include all grand jury matters. If a miscellaneous docket matter is contested and requires proceedings conducted before a district judge, the case will be randomly reassigned to a district judge and a new civil action number will be assigned.
- (f) Effect - This rule is intended to provide for an orderly division of the business of the Court and not to grant any right to any litigant.
- (g) Duty of parties - All parties shall notify the Court in writing of all pending related cases and any dismissed or remanded prior cases.

## 56.6 Reassignment of Cases

- (a) Reassignment to promote judicial economy - The Court may reassign cases from one district judge to another (i) to equalize and balance workloads among judges; (ii) to assign cases to senior or visiting judges or remove cases from their dockets as necessary; (iii) to comply with the requirements of the Speedy Trial Act, or (iv) for other reasons of judicial economy. Any case may be reassigned under this rule from one judge to another judge with the consent of both judges. Cases may also be reassigned by administrative order of the Chief Judge if approved by a majority of active district judges.
  
- (b) Reassignment of Cognate Cases
  - (I) Definition – Cognate cases are pending criminal actions that have substantial questions of fact or law in common such that their assignment to a single judge is likely to effect a substantial saving of judicial effort and to avoid wasteful and duplicative proceedings for the court and the parties.
  
  - (ii) Procedure for Reassignment – When a judge determines that reassignment of cognate cases would serve the interests of justice and judicial economy, the judge will contact all other judges to whom cognate cases have been assigned. If all those judges agree to reassignment, the Chief Judge will enter an administrative order reassigning such cognate cases to the judge with the earliest numbered case. The administrative order may also provide for automatic assignment of future cognate cases to that judge, and for an adjustment of future case assignments to that judge to compensate for the increased workload.

56.7 Criminal matters in the Northern Division - With the permission of the district judge to whom a case is assigned, any available judge may take a guilty plea, preside over trial, or sentence a defendant in Northern Division cases.

**Local Criminal Rule 57. Attorneys; magistrate judges; miscellaneous; conduct in federal court facilities**

57.1 Attorneys

- (a) Definitions - As used in Local Rules 57.1(a) through 57.1(q), these terms are defined below.
- (i) “Discipline” means an order entered against an attorney by the Michigan Attorney Discipline Board, a similar disciplinary authority of another state, or a state or federal court revoking or suspending an attorney’s license or admission before a court to practice law, placing an attorney on probation or inactive status, requiring restitution, or a transfer to inactive status in lieu of discipline.
  - (ii) “Chief Judge” means the Chief Judge or another district judge designated to perform the Chief Judge’s functions under these rules.
  - (iii) “Practice in this Court,” means, in connection with an action or proceeding pending in this Court, to appear in, commence, conduct, prosecute, or defend the action or proceeding; appear in open court; sign a paper; participate in a pretrial conference; represent a client at a deposition; counsel a client in the action or proceeding for compensation; or otherwise practice in this Court or before an officer of this Court.
  - (iv) “State” means a state, territory, commonwealth, or possession of the United States, and the District of Columbia.
  - (v) “Serious crime” means:
    - (A) a felony; or
    - (B) a crime, a necessary element of which, as determined by the statutory or common law definition of the crime in the jurisdiction of the conviction, involves interference with the administration of justice, false swearing, misrepresentation, fraud, willful failure to file income tax returns, willful failure to pay income tax, deceit, bribery, extortion, misappropriation, theft, or an attempt, conspiracy, or solicitation of another to commit a serious crime.
- (b) Roll of attorneys - The bar of this Court consists of those currently admitted to practice in this Court. The Clerk shall maintain the roll of admitted attorneys.

(c) Eligibility for admission

- (i) Eligibility - A person who is duly admitted to practice in a court of record of a state, and who is in active status and in good standing, may apply for admission to the bar of this Court, except as provided in (ii) below.
- (ii) Effect of prior discipline - If the applicant has been held in contempt, disciplined, or convicted of a crime, the Chief Judge shall make an independent determination as to whether the applicant is qualified to be entrusted with professional matters and to aid in the administration of justice as an attorney and officer of the Court. An applicant dissatisfied with the decision of the Chief Judge may within twenty-eight (28) days file a petition for a hearing before a three judge panel as described in LCivR 57.1(m)(iii).
- (iii) Pro hac vice admissions - This Court disfavors pro hac vice admission and prefers that all lawyers appearing before it become full members of the bar of the Court. Pro hac vice admission may nevertheless be allowed on a temporary basis pending full admission, or in unusual circumstances.

(d) Procedure for admission

- (i) An applicant for admission to the bar of this Court shall pay the fee established by the Court and complete the application provided by the Clerk. The following information must be included in the application:
  - (A) office address and telephone number;
  - (B) the date of admission and each jurisdiction where the applicant has been admitted to practice; and
  - (C) whether the applicant has ever been held in contempt, subjected to discipline as defined by these rules or convicted of a crime. If so, the applicant shall state the facts and the final disposition of each such instance.
- (ii) A sponsor must sign a declaration supporting the application for admission. A sponsor may be a member of the bar of this Court or, for applicants residing in another state, a judge of a court of record of that state, or a federal judge. The Chief Judge may waive the sponsorship requirement for recent law school graduates.
- (iii) If an applicant has been subject to discipline as defined by these rules, the application must be accompanied by a copy of the entire disciplinary record, including complaints, answers, hearing transcripts and orders entered in the disciplinary proceedings.

- (iv) The Chief Judge may grant or deny the application for admission. Alternatively, the Chief Judge may refer the application to a three-judge panel constituted pursuant to subsection (m)(iii)(A) of this rule for decision. A panel may grant or deny the application or may grant it subject to conditions. A decision of a majority of the three-judge panel shall be final and binding. If the Court grants the application, the Clerk shall issue a certificate of admission.
- (e) Limited pre-admission practice - An attorney may appear of record and file papers in a case or proceeding before actual admission to practice in this Court if:
  - (i) the attorney pays the fee established by the Court;
  - (ii) the attorney files the application required by this rule with the Clerk; and
  - (iii) the attorney is admitted before a personal appearance in court.
- (f) Local counsel - The Court may, in its discretion, require any attorney whose office is a great distance from the courthouse to retain local counsel. Local counsel shall enter an appearance in the case and shall have both the authority and responsibility for the conduct of the case should lead counsel be unavailable for any appearance, hearing or trial.
- (g) Government attorneys - An attorney representing the United States, or an agency of the United States may practice in this Court in official capacity without applying for admission. If the attorney does not have an office in the district, he or she shall designate the United States Attorney or an Assistant United States Attorney for this district to receive service of all notices and papers. Service of notice on the United States Attorney or designated assistant shall constitute service on the nonresident government attorney.
- (h) Law student practice
  - (i) Admission - Upon a satisfactory showing of eligibility and taking of the prescribed oath, a law student in an approved program may appear before the Court under the supervision of an attorney who has been duly certified. The supervising attorney may be an attorney in the U.S. Attorney's Office, an attorney in private practice admitted to practice before this Court, or a faculty member of an ABA-approved law school teaching in an eligible law school clinical program as defined in (iii) below.
  - (ii) Eligibility of law student - To be eligible to practice, a law student must:
    - (A) be enrolled in, or have graduated from, a law school approved by the American Bar Association;
    - (B) have completed at least two-thirds of the credit hours necessary for graduation from that law school;

- (C) be certified by the dean of the law school as being of good character and of sufficient legal ability and training to perform as a legal intern;
- (D) have a working knowledge of the Federal Rules of Civil and Criminal Procedure, Evidence, and Code of Professional Responsibility;
- (E) have been certified by the Court pursuant to this rule;
- (F) if the student qualifies as a legal intern under a supervising law school faculty member, be registered for credit in a law school clinical program which has been certified by the Court; and
- (G) have been appropriately introduced to the Court by a member of the bar of this Court or by the supervising faculty member.

(iii) Eligibility of program

(A) An eligible law school clinical program:

- (1) must be offered for credit at a law school approved by the American Bar Association;
- (2) must be supervised by a full-time or adjunct law school faculty member who is admitted to practice before this Court;
- (3) must include academic and practical advocacy training within the program;
- (4) must be certified by this Court;
- (5) must provide malpractice insurance for its activities, supervisors and student participants in the legal representation of any clients;
- (6) must designate an official within the Western District to whom all notices may be sent in connection with this rule or any legal representation provided pursuant to this rule; and
- (7) may arrange for a supervisor to accept compensation other than from a client, such as compensation under the Criminal Justice Act.

(B) An eligible non-law school clinical program:

- (1) must be supervised by a member of a bar who is admitted to practice before this Court;

- (2) must be developed to provide practical advocacy training within the program;
- (3) must provide direct supervision by the supervising attorney;
- (4) must be for a period of no less than fourteen (14) weeks;
- (5) must be certified by the Court;
- (6) must provide malpractice insurance for its activities, supervisors and student participants in the legal representation of any client under this program;
- (7) may be, but need not be, under the direction of a full-time or adjunct faculty member of a law school; and
- (8) must identify the supervising attorney to whom all notices may be sent.

(iv) Requirements for supervisor - A supervisor must:

- (A) if a full-time or adjunct member of a law school faculty, be certified by the dean of the law school as being of good character, and as having sufficient legal ability and adequate litigation experience to fulfill the responsibilities as the supervisor. If the supervisor is not a member of a law school faculty, the certification may be provided by a practicing member of the bar;
- (B) be admitted to practice in this Court;
- (C) be present with the student in court and at other proceedings in which testimony is taken and as required under subsection (v) of this rule;
- (D) cosign all pleadings or other documents filed with the Court;
- (E) assume full personal and professional responsibility for a student's guidance in any work undertaken and for the quality of a student's work, and be available for consultation with represented clients;
- (F) assist and counsel the student in activities pursuant to this rule and review all such activities with the student to the extent required for the proper practical training of the student and protection of the client; and
- (G) be responsible for supplemental oral or written work for the student as is necessary to ensure proper representation of the client.

- (v) Approved activities - A certified student under the personal supervision of a supervisor may participate in activities as set out below.
- (A) A student may represent any client, including federal, state or local government bodies, if the client on whose behalf the student is appearing has indicated in writing consent to that appearance and the supervising attorney has also indicated in writing approval of that appearance.
  - (B) A student may represent a client in any criminal, civil or administrative matter on behalf of any person or governmental body. However, any judge or magistrate judge of this Court retains the authority to limit a student's participation in any individual case before that judge or magistrate judge.
  - (C) Representation shall include holding of consultations, preparation of documents for filing or submission to the Court, participation in discovery proceedings and the participation in trials and other court proceedings.
  - (D) The supervising attorney must be present with the student for all court appearances or for the taking of oral depositions except that a legal intern under a law school clinical program may appear in court without the supervising attorney unless the Court directs the presence of the supervisor. The Court shall be advised in advance whenever a legal intern is scheduled to appear in court without a supervising attorney.
  - (E) A student may make no binding commitments on behalf of an absent client prior to client and supervisor approval. Documents or papers filed with the Court must be read, approved and cosigned by the supervising attorney. The Court retains the authority to establish exceptions to such activities.
  - (F) A judge of this Court may terminate the admission of the legal intern at any time without prior notice or hearing or showing of cause.
- (vi) Compensation - An eligible law student may neither solicit nor accept compensation or remuneration of any kind for services performed pursuant to this rule from the person on whose behalf services are rendered; but this rule will not prevent an attorney, legal aid bureau, law school or state or federal agency from paying compensation to an eligible law student, or making such charges for services as may be proper.
- (vii) Certification of student - Certification of a student by the law school dean or designee, if such certification is approved by the Court, shall be filed with the Clerk and unless it is sooner withdrawn, shall remain in effect until the expiration of twelve (12) months. Certification will automatically terminate if the student does not take the first bar examination following graduation, or if the student fails to achieve a passing grade in the bar examination, or if the student is admitted to full practice

before this Court. Certification of a student to appear in a particular case may be withdrawn by the Court at any time, in the discretion of the Court and without any showing of cause.

- (viii) Certification of program - Certification of a program by the Court shall be filed with the Clerk and shall remain in effect indefinitely unless withdrawn by the Court. Certification of a program may be withdrawn by the Court at any time, in the discretion of the Court and without any showing of cause.
- (ix) Certification of supervisor - Certification of a supervisor by the law school dean or member of the bar, if such certification is approved by the Court, shall be filed with the Clerk and shall remain in effect indefinitely unless withdrawn by the Court. Certification of a supervisor may be withdrawn by the Court at any time, in the discretion of the Court and without any showing of cause. Any judge or magistrate judge of this Court retains the authority to withdraw or limit a supervisor's participation in any individual case before that judge or magistrate judge. Certification of a supervisor may be withdrawn by the dean or attorney who originally certified the supervisor by mailing the notices of withdrawal to the Clerk.
- (i) Unauthorized practice - A person must be a member in good standing of the bar of this Court to practice in this Court or to hold himself or herself out as being authorized to practice in this Court, except that:
  - (A) a party may proceed in pro per;
  - (B) government attorneys may practice under LCivR 57.1(g); and
  - (C) law students may practice under LCivR 57.1(h).
  - (D) A licensed attorney who is not under suspension or disbarment in this or another federal or state court may:
    - (1) cosign papers or participate in pretrial conferences in conjunction with a member of the bar of this Court;
    - (2) represent a client in a deposition; and
    - (3) counsel a client in an action or proceeding pending in this Court.
- (j) Consent to standards of conduct and disciplinary authority - An attorney admitted to the bar of this Court or who practices in this Court as permitted by this Rule is subject to the Rules of Professional Conduct adopted by the Michigan Supreme Court, except those rules a majority of the judges of this Court exclude by administrative order, and consents to the jurisdiction of this Court and the Michigan Attorney Grievance Commission and Michigan Attorney Discipline Board for purposes of disciplinary proceedings. Any person practicing

or purporting to practice in this Court shall be presumed to know the Local Rules of this Court, including those provisions relating to sanctions for violations of these Rules.

(k) Attorney discipline

(i) Discipline other than suspension or disbarment - In accordance with the provisions of this Rule, a district judge or magistrate judge may impose discipline, except suspension or disbarment from this Court, on any attorney who engages in conduct violating the Rules of Professional Conduct; willfully violates these rules, the Federal Rules of Criminal Procedure, or orders of the Court; or engages in other conduct unbecoming of a member of the bar of this Court. Prior to the imposition of discipline, the attorney shall be afforded an opportunity to show good cause, within such time as the Court shall prescribe, why the discipline should not be imposed. Upon the attorney's response to show cause, and after hearing, if requested and allowed by the district judge, or upon expiration of the time prescribed for a response if no response is made, the Court shall enter an appropriate order.

(ii) Suspension or disbarment

(A) Initiation of proceedings - Formal disciplinary proceedings leading up to possible suspension or disbarment shall be initiated by the issuance of an order to show cause, signed by the Chief Judge. Such order may be issued by the Court, on its own initiative or in response to allegations brought to the attention of the Court in a written complaint, if the Court determines further investigation is warranted. The Chief Judge may dismiss a complaint and refuse to issue an order to show cause if the complaint is found to be frivolous. The order to show cause issued by the Court shall include the specific facts that give rise to the proposed discipline, including the date, place and nature of the alleged misconduct, and the names of all persons involved. A copy of the order and any supporting documents shall be mailed to the attorney who is the subject of investigation. The attorney shall have twenty-one (21) days from the entry of the order in which to respond. The response shall contain a specific admission or denial of each of the factual allegations contained in the order and, in addition, a specific statement of facts on which the respondent relies, including all other material dates, places, persons and conduct, and all documents or other supporting evidence not previously filed with the order that are relevant to the charges of misconduct alleged. The response shall contain a specific request for a hearing, if so desired by the respondent.

(B) Hearing - A disciplinary hearing shall be held only when the attorney under investigation has requested such a hearing in a timely response.

(1) Procedures - If it is determined that a hearing is necessary, the Chief Judge shall provide the attorney with written notice of the hearing a

minimum of twenty-one (21) days before its scheduled date. The notice shall contain the date and location of the hearing and a statement that the attorney is entitled to be represented by counsel, to present witnesses and other evidence, and to confront and cross examine adverse witnesses.

- (2) Conduct of the hearing - The hearing shall be conducted by a panel of three judicial officers appointed by the Chief Judge, consisting of at least one active or senior district judge. The other members of the panel may include senior judges, bankruptcy judges, and magistrate judges. Any judge who initiated the request for discipline or before whom the allegation giving rise to the request took place shall not be appointed to the panel. The presiding judicial officer shall have the authority to resolve all disputes on matters of procedure and evidence which arise during the course of the proceeding. The presiding judicial officer may appoint an attorney to assist in the preparation and presentation of the evidence supporting the allegations giving rise to the request for discipline. All witnesses shall testify under penalty of perjury. Such hearings shall be confidential and be recorded. A decision of a majority of the three judge panel shall be final and binding. A written order shall be prepared which shall include the findings of the panel and disposition of the disciplinary charges. The order shall be a matter of public record and be sent to the respondent and complainant.
  - (3) Burden of proof - The conduct giving rise to the request for discipline shall be proven by a preponderance of the evidence.
  - (4) Failure to appear - The failure of the respondent to appear at the hearing shall itself be grounds for discipline.
- (iii) Reinstatement after expiration of court-imposed discipline - After expiration of a period of suspension imposed by this Court, an attorney may apply for reinstatement by filing an affidavit under LCrR 57.1(m)(iii). The application for reinstatement will be decided in accordance with the process set forth in that rule. Unless and until reinstated, a suspended attorney must not practice before this Court.
- (l) Attorneys convicted of crimes
    - (i) Serious crimes
      - (A) When an attorney admitted to practice before this Court is convicted of a serious crime, the attorney is automatically suspended from practice in this Court without further action of the Court, whether the conviction resulted from a plea of guilty or nolo contendere or from a verdict after trial or

otherwise, and regardless of the pendency of an appeal. On receipt of written notice of conviction of a serious crime of an attorney admitted to practice before this Court, the Chief Judge shall enter an order suspending the attorney. The suspension shall continue until after final disposition of an appeal of the conviction, proceedings on remand after an appeal, and any disciplinary investigation and proceeding based on the conduct that resulted in the conviction. The Court shall serve a copy of the order on the attorney by certified mail.

(B) On application, the Chief Judge shall reinstate the attorney on a showing that:

- (1) there is a jurisdictional deficiency that establishes that the suspension may not properly be ordered; such as that the crime did not constitute a serious crime or that the attorney is not the individual convicted; or
- (2) the conviction has been reversed and there is no likelihood of further criminal prosecution or disciplinary action related to the conduct that resulted in the conviction. A reinstatement will not terminate any disciplinary investigation or proceeding based on the conduct that resulted in the conviction.

(ii) Other crimes - If the Court receives written notice of conviction of an attorney admitted to practice before this Court of a crime not constituting a serious crime, the matter shall be referred to the Chief Judge who may initiate proceedings under subsection (k)(i) or (ii) of this rule.

(iii) Obligations to report conviction - An attorney admitted to practice before this Court shall, on being convicted of any crime, immediately inform the Clerk. If the conviction was in this Court, the attorney shall also provide to the Clerk a list of all other jurisdictions in which the attorney is admitted to practice. An attorney knowingly violating this provision may, on notice and after hearing, be charged with criminal contempt.

(m) Discipline by other jurisdictions

(i) Reciprocal discipline

(A) On receipt of written notice that another jurisdiction entered an order of discipline against an attorney admitted to practice in this Court, the Chief Judge shall enter an order imposing the same discipline, effective as of the date that the discipline was effective in the other jurisdiction. If the discipline imposed in the other jurisdiction has been stayed there, the Court shall defer reciprocal discipline until the stay expires.

(B) When this Court enters an order of discipline against an attorney, the attorney shall provide to the Clerk a list of all other jurisdictions in which the attorney is admitted to practice.

(ii) Application to modify reciprocal discipline

(A) Within twenty-eight (28) days after the effective date of the order of discipline in this Court, the attorney may apply to the Chief Judge for modification or vacation of the discipline.

(B) The Chief Judge shall modify or vacate the discipline if, on the record supporting the order of discipline in the other jurisdiction, the attorney demonstrates or the Chief Judge finds that it clearly appears that:

(1) the procedure in the other jurisdiction constituted a deprivation of due process;

(2) there was such an infirmity of proof establishing the misconduct as to give rise to the clear conviction that this Court could not accept as final the conclusion on that subject;

(3) imposing the same discipline in this Court would result in grave injustice; or

(4) the misconduct warrants substantially different discipline.

If the Chief Judge determines that any of these grounds exist, the Chief Judge shall order other appropriate discipline or no discipline.

(iii) Reinstatement after expiration of discipline

(A) An attorney may apply for reinstatement by filing an affidavit of reinstatement stating that the jurisdiction that entered the underlying order of discipline has reinstated the attorney. The application for reinstatement must be accompanied by a copy of the entire disciplinary record, including complaints, answers, hearing transcripts, and orders entered in the disciplinary proceedings. The Chief Judge shall assign such applications to a panel of three judicial officers consisting of at least one active or senior district judge. The other members of the panel may include senior judges, bankruptcy judges, and magistrate judges. Any judge who initiated the request for discipline or before whom the allegation giving rise to request for discipline took place shall not be appointed to the panel. A decision of the majority of the three judge panel shall be final and binding.

- (B) The judicial officers assigned to the matter shall within twenty-eight (28) days after assignment schedule a hearing at which the attorney shall have the burden of demonstrating by clear and convincing evidence that:
- (1) the attorney has complied with the orders of discipline of this Court and all other disciplinary authorities;
  - (2) the attorney has not practiced in this Court during the period of disbarment or suspension and has not practiced law contrary to any other order of discipline;
  - (3) the attorney has not engaged in any other professional misconduct since disbarment or suspension;
  - (4) the attorney has the moral qualifications, competency and learning in the law required for admission to practice law before this Court; and
  - (5) the attorney's resumption of the practice of law will not be detrimental to the integrity and standing of the bar or to the administration of justice, or subversive of the public interest.

The Court may condition reinstatement on payment of all or part of the costs of the proceedings in this Court and may impose any of the conditions of reinstatement imposed in the other jurisdiction, or such other conditions as are warranted.

- (C) An attorney shall not file an application for reinstatement under this Rule within one year following denial of such an application.

(iv) Obligation to report discipline

- (A) An attorney admitted to practice before this Court appearing or participating in a pending matter shall, on being subjected to an order of discipline, immediately inform the Clerk of the order of discipline.
- (B) An attorney admitted to practice before this Court shall, before appearing or participating in a matter in the Court after being subjected to an order of discipline that has not previously been reported to the Court, immediately inform the Clerk of the order of discipline.
- (C) An attorney knowingly violating this provision may be charged with criminal contempt.

- (n) Resignation in other jurisdictions
- (i) If an attorney resigns from the bar of another court of the United States while an investigation into allegations of misconduct is pending:
    - (A) the attorney shall immediately and automatically be disbarred from this Court; and
    - (B) the attorney shall promptly inform the Clerk of the resignation. An attorney knowingly violating this notification provision may be charged with criminal contempt.
  - (ii) On receipt of written notice that an attorney has resigned from the bar of another court of the United States or the bar of a state while an investigation into allegations of misconduct was pending, the Chief Judge shall enter an order disbarring the attorney, effective as of the date of resignation in the other jurisdiction.
  - (iii) An attorney disbarred under this subsection may apply to the Chief Judge for modification or vacation of the disbarment pursuant to LCivR 83.1(m)(ii).
  - (iv) An attorney disbarred under this subsection may be reinstated if the attorney is readmitted in the jurisdiction from which the attorney resigned and there has been a final disposition of the investigation into allegations of misconduct without an order of discipline.
- (o) Service of papers - Service of papers on an attorney under this Rule may be by mail to the address of the attorney shown on the Court's roll of attorneys or the address in the most recent paper the attorney filed in a proceeding in this Court.
- (p) Duties of the Clerk
- (i) On being informed that an attorney admitted to practice before this Court has been convicted of a crime, the Clerk shall determine whether the Court in which the conviction occurred sent a certificate of the conviction to this Court. If not, the Clerk shall promptly obtain a certificate and file it with the Court.
  - (ii) On being informed that another court or a state has entered an order of discipline against an attorney admitted to practice before this Court, the Clerk shall determine whether a certified copy of the order has been filed with this Court. If not, the Clerk shall promptly obtain a certified copy of the order and file it with the Court.
  - (iii) When this Court convicts an attorney of a crime or enters an order of discipline against an attorney, the Clerk shall promptly notify the National Discipline Data

Bank operated by the American Bar Association and any other authority that licensed or authorized the attorney to practice.

- (q) Other authority - Nothing in this Rule abridges the Court's power to control proceedings before it, including the power to initiate proceedings for contempt under Fed. R. Crim. P. 42 or sanction or disqualify an attorney in a particular case.

## 57.2 Magistrate judges

- (a) Determination of nondispositive pretrial matters - 28 U.S.C. § 636(b)(1)(A) - A magistrate judge may hear and determine any procedural or discovery motion or other pretrial matters, other than motions to dismiss or quash an indictment or information made by a defendant and motions to suppress evidence.
- (b) Recommendations regarding case-dispositive motions - 28 U.S.C. § 636(b)(1)(B) - A magistrate judge may submit to a judge of the Court a report containing proposed findings of fact and recommendations for disposition by the judge of motions to dismiss or quash an indictment or information made against a defendant or motions to suppress evidence. A magistrate judge may determine any preliminary matters and conduct evidentiary hearing or other proceeding in connection with such recommendations.
- (c) Other duties - A magistrate judge is also authorized to:
  - (i) exercise all authority conferred upon United States magistrate judges by the Federal Rules of Criminal Procedure, including exercising case-dispositive jurisdiction in petty offense and other misdemeanor prosecutions under FED. R. CRIM. P. 58 and 18 U.S.C. § 3401;
  - (ii) conduct pretrial conferences, settlement conferences, omnibus hearings, and related pretrial proceedings in cases;
  - (iii) conduct all nondispositive proceedings in cases not triable to the magistrate judge, including initial appearances, bond hearings, detention hearings, hearings on motion to revoke bond, arraignments, the taking of not-guilty pleas and the entering of not-guilty pleas for defendants standing mute;
  - (iv) impanel grand juries, and receive grand jury returns in accordance with Rule 6(f) of the Federal Rules of Criminal Procedure;
  - (v) accept waivers of indictment and waivers of counsel;
  - (vi) conduct voir dire and select petit juries to the extent allowed by law;
  - (vii) accept petit jury verdicts in cases in the absence of a judge;

- (viii) conduct necessary proceedings leading to the potential revocation of probation;
  - (ix) issue subpoenas, writs of habeas corpus ad testificandum or habeas corpus ad prosequendum, or other orders necessary to obtain the presence of parties witnesses or evidence needed for investigations or for court proceedings;
  - (x) order the exoneration or forfeiture of bonds;
  - (xi) perform the functions specified in 18 U.S.C. §§ 4107, 4108, and 4109, regarding proceedings for verification of consent by offenders to transfer to or from the United States and the appointment of counsel therein;
  - (xii) issue summons, search warrants, orders or other process authorizing agents and officers of the Internal Revenue Service or other authorized persons to enter premises and to make such search as is necessary in order to levy and seize property pursuant to Section 6331 of the Internal Revenue Code or other applicable provision of law;
  - (xiii) conduct proceedings in accordance with 26 U.S.C. §§ 7402(b) and 7604(b) regarding enforcement of Internal Revenue Service summonses;
  - (xiv) conduct extradition proceedings in accordance with 18 U.S.C. § 3184;
  - (xv) preside over the acceptance of guilty pleas in felony prosecutions in the circumstances allowed by LCrR 11; and
  - (xvi) perform any additional duty not inconsistent with the Constitution and laws of the United States.
- (d) Appeal from judgments in misdemeanor cases - 18 U.S.C. § 3402 - A defendant may appeal a judgment of conviction by a magistrate judge in a misdemeanor case by filing a notice of appeal within fourteen (14) days after entry of the judgment, and by serving a copy of the notice upon the United States Attorney. If the case was previously assigned to a district judge, that judge shall hear any appeal from the decision of the magistrate judge; otherwise, the appeal shall be assigned to a district judge at random. The scope of appeal shall be the same as on an appeal from a judgment of the District Court to the Court of Appeals.
- (e) Appeals from other orders of a magistrate judge - Appeals from any other decisions and orders of a magistrate judge not provided for in this rule should be taken as provided by governing statute, rule, or decisional law. Such appeals shall be taken in accordance with the procedures set forth in LCivR 72.3.
- (f) Any magistrate judge of this Court may exercise nondispositive jurisdiction and perform the duties authorized by this rule in any criminal case, without the necessity of an order of reference.

### 57.3 Miscellaneous

- (a) Amendment - These rules may be amended by a majority vote of the judges of this district in conformity with Rule 57 of the Federal Rules of Criminal Procedure.
- (b) Probation office - No employee of the U.S. Probation Office shall, except as required by law, disclose to any person or organization any information obtained or maintained pursuant to official duties. Any order, subpoena or other demand for the testimony of a probation officer or the official records of the Probation Office must be made in accordance with the procedures set forth in the applicable Regulations of the Judicial Conference of the United States. Whenever a probation officer of this Court is served with an order, subpoena or other demand for testimony or the production of confidential presentence or probation records, the probation officer must not provide testimony or access to official records without the prior written approval of the Chief Probation Officer. Except when the request is made by a federal or state probation or parole officer, the Chief Probation Officer must consult with the Chief Judge of this Court regarding the proper response to the order, subpoena, or other demand. This rule does not apply to officers' testimony before this Court.
- (c) Bonds and sureties - In all proceedings the Clerk shall accept as surety upon bonds and other undertakings a surety company approved by the United States Department of Treasury, cash or an individual personal surety residing within the district. The Clerk shall maintain a list of approved surety companies. Any personal surety must qualify as the owner of real estate within this district of the full net value of twice the face amount of the bond. Attorneys or other officers of this Court shall not serve as sureties. This rule shall apply to supersedeas bonds and any other bonds required by law.
- (d) Appearance - An attorney appears by filing any pleading or other paper or by acknowledging in court that the attorney acts in the proceeding on behalf of a party. The appearance of an attorney is deemed to be the appearance of the law firm. Any attorney in the firm may be required by the Court to conduct a court-ordered conference or trial. Withdrawal of appearance may be accomplished only by leave of court.
- (e) Courthouse conduct - [Repealed]
- (f) Other matters - All other matters scheduled before a judge shall be scheduled by the judge's case manager, who shall notify all parties or counsel of scheduled dates and the purpose of all court appearances.
- (g) Writs of habeas corpus
  - (i) Requirements - All writs of habeas corpus ad prosequendum or testificandum for an individual shall, in addition to stating a specific date and time, include the following phrase: "and at such other times and dates as the Court may decree." Every effort

shall be made to allow fourteen (14) days after service prior to the required appearance.

- (ii) Requests to seal - A request that the writ be issued under seal must state facts showing good cause supporting the request. The caption of both the application and the proposed order granting the writ must clearly identify the document as being filed under seal.
- (h) Suppression orders - For good cause shown, any party may obtain a protective order for the suppression of any action or of any pleading or other paper. Upon the entry of a suppression order, the Clerk shall prevent all persons, except those designated by the Court, from having access to the suppressed material.
- (i) Payment to court reporters - All parties, except defendants represented by CJA counsel, ordering a transcript must pay in advance by cash or certified check unless the court reporter agrees to other arrangements.

#### 57.4 Conduct in federal court facilities

- (a) Security
  - (i) As used in this rule, "federal court facility" includes any facility occupied by the United States District Court or any temporary facility occupied by a District Judge or Magistrate Judge serving in the Western District of Michigan.
  - (ii) All persons entering a federal court facility in the Western District of Michigan are required to present a valid government issued identification card with photo, pass through a magnetometer, and have all belongings and packages subject to physical and/or x-ray examination by the United States Marshals' Service. Any person who refuses to present a valid form of identification or pass through screening shall be denied entrance.
- (b) Soliciting, loitering, and disruptive behavior
  - (i) The solicitation of business relating to bail bonds or to employment as counsel is prohibited.
  - (ii) Loitering in or about federal court facilities is prohibited.
  - (iii) Any behavior which impedes or disrupts the orderly conduct of the business of the court is prohibited. Signs, placards, or banners may not be brought into a federal court facility or its environs.
- (c) Recording of court proceedings

- (i) Except as specifically provided herein, no camera or recording device shall be permitted in a federal court facility. This prohibition shall include any device or contrivance capable of preserving or transmitting a visual image and any device or contrivance capable of recording, transmitting, or preserving any audible communication (except cell phones with camera features).
  - (ii) The taking of photographs or video recordings in connection with any judicial proceeding and the recording or broadcasting of judicial proceedings by radio, television or other means is prohibited.
    - (A) As used in this rule, "judicial proceeding" includes proceedings before district, bankruptcy or magistrate judges, and sessions of the grand jury.
    - (B) As used in this rule, "in connection with any judicial proceeding" includes all participants in a judicial proceeding while they are in a courtroom or its environs.
  - (iii) A judicial officer may authorize, by written notice to the United States Marshal, the use of electronic or photographic means for the presentation of evidence or for the perpetuation of the record.
  - (iv) A district judge or magistrate judge may authorize, by written notice to the United States Marshal:
    - (A) The broadcasting, televising, recording, or photographing of investiture, ceremonial, or naturalization proceedings; and
    - (B) The radio or television broadcasting, audio or video recording or photographing of court proceedings pursuant to a resolution of the Judicial Conference of the United States.
  - (v) By written notice to the U.S. Marshals' Service, the General Service Administration Property Manager or his designee can authorize an individual or contract group to possess a camera or recording device for the purpose of maintaining or enhancing the facility, to include repair and alterations.
- (d) Firearms and weapons
- (i) It is illegal to possess a firearm or other dangerous weapon in a federal court facility with or without the intent to commit a crime (Title 18, USC 930). Firearms, knives, explosives, and other weapons are prohibited in federal court facilities and subject to confiscation.
  - (ii) Exceptions to this rule include:

- (A) Judicial officers, the United States Marshal, deputy marshals, court security officers, and employees of the Federal Protective Service.
- (B) Federal law enforcement agencies having offices in a federal court facility are exempt from the provisions regarding the carrying of weapons while entering the building and while going to and from the floor where their offices are located.
- (C) Employees of the United States Probation Office who are authorized by law and agency regulations to carry firearms in the performance of their official duties may possess firearms in this facility to the extent necessary to transport such firearms by the most direct route available to and from the offices of the Probation Department. In accordance with regulations of the U.S. Probation Department, all firearms shall be secured while present within the offices of the Probation Department. The Chief U.S. Probation Officer will notify the United States Marshals' Service in writing of all officers authorized to carry firearms. Employees of the United States Probation Office are prohibited from carrying firearms into courtrooms.
- (D) State, county, and local law enforcement officers who are:
  - (1) Escorting prisoners to and from court under the direction of the United States Marshals' Service, or
  - (2) Assisting the Marshals' Service by supporting or providing additional security, as directed, in and around federal court facilities.
- (iii) All other federal, state or local law enforcement officers are required to identify themselves and store their weapons in weapons lock boxes maintained by the United States Marshals' Service. For security purposes, officers *may* be required to be screened after securing their weapons.
- (iv) The handling of firearms as exhibits in trials is governed by an administrative order issued by the court.
- (v) An exception to this Rule regarding weapons or firearms may only be made by the Chief Judge or the Judge in whose courtroom the proceedings are occurring.

- (e) Cellular telephones and laptop computers
- (i) General Policy - Except as provided in (ii) and other court orders, cellular telephones and laptop computers, are not permitted in federal court facilities.
  - (ii) Exempted Persons - The following persons are permitted to carry and use cellular telephones and laptop computers, within federal court facilities in the Western District of Michigan:
    - (A) Officers of the Court - Attorneys appearing in their official capacity as officers of the Court.
    - (B) Building tenants - Employees and visiting employees of the federal court facility.
    - (C) Parties to litigation - Parties, other than defendants in criminal cases, who enter a federal court facility accompanied by their attorney, if their counsel certifies to security staff that such devices are necessary to facilitate litigation pending before the court.
    - (D) U.S. Marshals' Service personnel - Including Court Security Officers and contract guards.
    - (E) Other federal, state, local law enforcement - When appearing in their official capacity.
    - (F) GSA approved contractors - By written notice to the U.S. Marshals' Service, the General Service Administration Property Manager or his designee may authorize an individual or contract group to possess a cellular telephone, laptop computer, or other wireless communication device for the purpose of maintaining or enhancing the facility, to include repair and alterations.
    - (G) Jurors - Grand jury members, petit jury members, and persons appearing as directed pursuant to a jury summons.
    - (H) Judicial authority - Upon request to the court, a judicial officer may issue an order granting permission to an individual or group, otherwise not authorized to possess a cell phone or laptop computer. The U.S. Marshal shall be notified of such order.
    - (I) Members of the Press - Bona fide members of the press who present official credentials satisfactory to the U.S. Marshal.

- (iii) Conditions for authorized use of cellular telephones - Unless express permission to the contrary is given by the presiding judicial officer, the following conditions and restrictions apply to those individuals authorized to carry a cellular telephone:
- (A) While in a courtroom, cellular telephones shall be in the “off” position at all times, unless the presiding judicial officer give express permission for use of the device.
  - (B) The device may not be used and must be turned off except in designated areas of the court facility.
  - (C) The device cannot be initiated, “answered,” or examined or manipulated (for text messaging or otherwise) while in a courtroom.
  - (D) The device may be used for communication by non-building tenants only in designated areas. Designated areas will be identified by each court facility by administrative order, to be posted prominently in each facility and on the court’s Internet website.
  - (E) The cell phone or computer may not be used for purposes of taking pictures or making any audio or video recording in violation of subsection (c) of this rule.
- (f) Enforcement - The United States Marshal, his deputies, and court security officers may demand from any individual in possession of a cellular telephone or wireless communication device, to produce identification in aid of enforcement of this rule, and if the identification does not satisfy the officer that the person in possession of the device is authorized in accordance with the terms of this rule, the officer may refuse admittance to this person and/or confiscate the device.
- (g) Violations
- (i) Attorney discipline - An attorney violating this rule may be subject to discipline, including disbarment, in accordance with Local Criminal Rule 57 and/or Local Civil Rule 83.
  - (ii) Confiscation - A violation of this rule, including without limitation, unauthorized possession, use in an unauthorized space, possession of a device in an audible mode, and failing to turn off a device when required, *SHALL* result in immediate confiscation of the device. Any judicial officer may order confiscation of a cellular telephone or wireless communications device. Any United States Marshal or Deputy Marshal or court security officer may also confiscate such a device. The U.S. Marshal’s Service will develop a procedure for handling and storing confiscated devices.

- (iii) Contempt of Court - A violation of this rule may be punished as criminal contempt of court. A violation that disrupts a judicial proceeding may be punished by summary proceedings.
  
- (h) Relief from confiscation of a device - An individual whose device has been confiscated may apply in writing not less than seven (7) days after confiscation for its return. The application shall be made to the judicial officer whose proceedings were disturbed by the violation, or, if there is no such judicial officer, to the chief judge. The judicial officer may grant or refuse the request. Confiscated devices that are not returned, either because no request has been made within the time provided or the request for return has been denied, shall be disposed of in a manner directed by the chief judge. Nothing in this paragraph shall prohibit the judicial officer or his designee to return a device after the conclusion of a court matter if the violation was totally inadvertent.
  
- (i) Consent to provisions - Any person bringing in a cellular telephone, laptop computer, or other wireless communication device shall be determined to have consented to the provisions of this rule.

## Local Criminal Rule 58. Misdemeanors; petty offenses and collateral forfeitures

58.1 Disposition of misdemeanor cases - 18 U.S.C. § 3401 - Each magistrate judge of this Court is empowered to exercise all jurisdiction conferred by 18 U.S.C. § 3401, including jurisdiction to:

- (a) try persons accused of, and sentence persons convicted of, misdemeanors in this District, after receiving such consent as may be required by 18 U.S.C. § 3401;
- (b) direct the probation service of the Court to conduct a presentence investigation in such misdemeanor case;
- (c) conduct a jury trial in any misdemeanor case where the defendant so requests and is entitled to trial by jury under the Constitution and laws of the United States; and
- (d) conduct all post judgment proceedings, including petitions to revoke or modify probation or supervised release, for any misdemeanor defendant who was originally sentenced by a magistrate judge.

### 58.2 Petty offenses and collateral forfeitures

- (a) Posting collateral in lieu of appearance - A person who is charged with a violation of a Federal Wildlife Act, parking regulations governing the Federal Building, National Forest Offenses, Conduct on Postal Service Property, Violation of Law on Military Property or any other petty offense as defined in 18 U.S.C. § 1(3), may, in lieu of appearance, post collateral in the amount indicated for the offense, waive appearance before a United States magistrate judge, and consent to the forfeiture of collateral to the United States. The posting of said collateral shall signify that the offender does not contest the charge or request a hearing before the designated United States magistrate judge. If the collateral is forfeited, such action shall be tantamount to a finding of guilty. Collateral will be permitted only for those offenses specifically authorized by the Court in separate orders. There shall be maintained in the office of the Clerk and with each United States magistrate judge a current list of the petty offenses and collateral applicable thereto which the Court has established as collateral forfeiture offenses.
- (b) Failure to post and forfeit collateral - If a person charged with an offense under this rule fails to post and forfeit collateral, any punishment, including fine, imprisonment or probation, may be imposed within the limits established by law upon conviction or after trial.
- (c) Aggravated offenses - If, within the discretion of the law enforcement officer, the offense is of an aggravated nature, the law enforcement officer may require appearance, and any punishment including fine, imprisonment or probation, may be imposed within the limits established by law upon conviction or after trial.
- (d) Appearance required - Nothing contained in this rule shall prohibit law enforcement officers from arresting a person for the commission of any offense, including those for which collateral may be posted and forfeited, and requiring the person charged to appear before a United States magistrate judge or, upon arrest, taking the person immediately before a United States magistrate judge.