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## GUIDELINES AND INFORMATION FOR PRACTICE BEFORE HON. HALA Y. JARBOU

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**HONORABLE HALA Y. JARBOU**  
**Chief United States District Judge**  
**United States District Court**  
128 Chamberlain Federal Building  
315 W. Allegan St.  
Lansing, MI 48933  
Telephone: 517-853-7360  
Email: Jarbou\_Chambers@miwd.uscourts.gov

### Directory

**Court Reporter** .....517-270-4735                      Jarbou\_CourtReporter@miwd.uscourts.gov

### Procedural Guidelines for Practice in Chief Judge Jarbou's Courtroom

In order to better serve the attorneys and litigants appearing in Chief Judge Jarbou's courtroom, we have adopted the following protocols. Please advise your clients and staff so that there are no misunderstandings.

### Adjournments

All adjournment requests must come by either formal motion or stipulation. Parties should not assume that these motions will be granted.

### Calendar

The Case Manager is in charge of all calendar matters. All proceedings are set according to the Court's schedule. If you need a scheduling change, you must first reach agreement with opposing counsel and then contact the Case Manager and file a stipulation and order. In situations where an opposing attorney will not consent to the proposed change, the party requesting it should request the scheduling change by formal motion.

### Motions

- **Emergency Motions:** Parties filing emergency motions, including temporary restraining orders, should telephone chambers at or before the time of filing to give notice to the Court. The Court strongly recommends that parties provide as much advance notice as possible before filing a temporary restraining order.
- **Dispositive Motions:** Dispositive motions must adhere to W.D. Mich. LCivR 7.2/LCrR 47.1. If the dispositive motion is based on depositions, only those excerpts that are relevant to the motion shall be filed. If the dispositive motion references answers to interrogatories as a supporting document, then only those excerpts that are relevant to the motion shall be filed.

- **Courtesy Copy:** Pursuant to W.D. Mich. LCivR 7.2(b)(iii)/LCrR 47.1(b)(iii), a courtesy copy of all dispositive motion papers, including responses, replies, and all accompanying exhibits, is requested to be submitted directly to Chambers. The courtesy copy should comply with the requirements listed in the local rules and must be hand delivered or sent via first class mail to Chambers within twenty-four (24) hours of filing the original. All submitted courtesy copies should be bound. There is no preference on the type of binding as long as fasteners pass through the pages; paper clips and other types of clips shall not be used.
- **Oral Argument:** Oral argument may be requested pursuant to W.D. Mich. LCivR 7.2(d)/LCrR 47.1(d). The Court may schedule oral argument or may, in its discretion, dispose of the motion without argument at the end of the briefing schedule.
- **Non-Dispositive Motions:** Non-dispositive motions shall be filed in accordance with W.D. Mich. LCivR 7.3/LCrR 47.2. They may be referred to a Magistrate Judge pursuant to 28 U.S.C. § 636(b)(1)(A). In accordance with 28 U.S.C. § 471 et seq., it is the policy of this Court to prohibit the consideration of non-dispositive motions unless accompanied by a certification that the moving party has made a reasonable and good faith effort to reach agreement with opposing counsel on the matters set forth in the motion. *See* W.D. Mich. LCivR 7.1(d)/LCrR 12.4.
- **Motions in Limine:** Counsel must confer in good faith to resolve the disputed motions in limine before filing. Motions in limine must be filed by the deadline set forth in the case management order, or no later than twenty-one (21) days prior to the final pretrial conference. The Court will not entertain additional motions in limine or deposition designations unless good cause is shown.

## Sentencing Memoranda

All sentencing memoranda and letters for consideration should be filed with the court at least fourteen (14) days prior to sentencing. *See* W.D. Mich. LCrR [32.2\(g\)](#).

## Trial

Further instruction can be found in the case management order.

- **Location:** Unless otherwise ordered by the Court, trials will be held at the above address in Lansing.
- **Schedule:** Generally, the trial schedule will be Monday through Friday, from 9:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m.; some trials may be scheduled to begin on Tuesday, following the same schedule. Unless otherwise indicated by the Court, Counsel shall be present in the courtroom one-half hour prior to the start of trial. There will be a break mid-morning and early afternoon and a lunch break. This schedule is subject to the other demands of the docket. Counsel should plan the availability of their witnesses accordingly so that trial can move expeditiously. The courtroom will not be available to attorneys any earlier than 8:00 a.m.
- **Exhibits:** Counsel should stipulate to as many exhibits as possible before the trial date. Exhibits should be marked prior to trial (Plaintiff – numbers; Defendant – letters). Counsel are responsible for projection of exhibits at trial using their own computers and software compatible with the Court’s electronic system. It is counsel’s responsibility to ensure their equipment works before the trial date. The Court does not provide time during court proceedings to troubleshoot issues. If needed, counsel is to arrange a time to come in and test courtroom equipment before the trial date.

- **Voir Dire:** Voir dire will be conducted by both the Judge and the attorneys.
- **Trial Briefs:** Both parties are to submit trial briefs.
- **Jury Instructions:** Prior to the final pretrial conference, parties shall jointly file proposed jury instructions. For civil cases, this court uses Western District of Michigan's Standardized Jury Instructions for the preliminary and final instructions.<sup>1</sup> For criminal cases, this court uses the *6<sup>th</sup> Circuit Pattern Criminal Jury Instructions* (West Publishing). Standard instructions shall be submitted in the following form: full text, one instruction per page, double-spaced, completely typed out with all blanks completed, ready for submission to the jury. Other non-standard instructions shall be submitted in similar fashion and include reference to the source of each requested instruction. Indicate objections, if any, to opposing counsel's proposed instructions, with a summary of the reasons for each objection.

## **Transcripts of Court Proceedings**

If you would like to order a transcript of a court proceeding, please contact Chief Judge Jarbou's Court Reporter via e-mail at Jarbou\_CourtReporter@miwd.uscourts.gov. Transcripts will not be prepared unless ordered.

## **Courtroom Decorum**

Anyone appearing in court should be dressed appropriately. Remove hats when in the courtroom. Cell phones must be in the off position at all times. Any phone that rings or vibrates while court is in session is subject to confiscation by the Court.

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<sup>1</sup> A copy of these instructions is available on the Court's website ([www.miwd.uscourts.gov](http://www.miwd.uscourts.gov)). The instructions are located within the Electronic Filing section, and you will need to use your E-Filing Login and Password to access them. Once you have logged into the electronic filing section of the website, click Utilities, then select WDMI Attorney References and you will see the link to the Standard Civil Jury Instructions.

## **Important Information for Members of the Press**

Members of the press who present official media credentials are permitted to carry and use electronic devices within the federal court facilities in the Western District of Michigan.

"[Electronic communication devices](#)" are defined in the Court's Local Rules as cellular telephones, laptop computers, and other communication devices capable of transmitting data, video or audio electronically using cellular, wireless, or other means.

### **Per Local General Rule 4.3:**

- All electronic devices must be turned off while in the courtroom.
- Recording of any proceeding is prohibited.
- The taking of photographs or audio/video recordings is also prohibited.

Per Administrative Order No. 19-RL-009, the following are the [designated locations](#) for usage of electronic communication devices as defined above:

### **Charles E. Chamberlain Federal Building & Courthouse - Lansing:**

Basement:	GSA Conference Room and Building Breakroom
First Floor:	Outside Security Screening Area Only
Post Office:	No Restrictions
Second Floor:	Public Corridors Only

If you have any questions, please contact the Clerk's Office at 616-456-2360 or email [media@miwd.uscourts.gov](mailto:media@miwd.uscourts.gov).

There is one public conference room available in the Lansing Courthouse. You may reach out to the General Services Administration (GSA) to reserve the space, if available. Telephone: 616-456-2367