

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK
Walter E. Hoffman U.S. Courthouse
600 Granby Street, Room 193-B
Norfolk, Virginia 23510**

**Fernando Galindo
Clerk of Court**

**Telephone
(757) 222-7201
(CIVIL)**

TO ALL COUNSEL:

PROCEDURE FOR CIVIL MOTIONS

This case has been assigned to Senior United States District Judge Robert G. Doumar.

Pursuant to Local Rule 7, a memorandum of law shall accompany all motions (unless excepted by the rule). After all briefs are in, it is incumbent upon counsel for the moving party to confer with opposing counsel and advise the Clerk's Office by letter when a ruling or determination by submission is desired. See Local Rule 26 for discovery motion procedures.

Requests for ruling or determination without oral argument should be addressed to the Civil Docket Section, Clerk's Office, U. S. District Court, Room 193-B, 600 Granby Street, Norfolk, Virginia 23510.

Requests for oral argument should be communicated promptly by counsel to Judge Doumar's courtroom deputy, LORI BAXTER, telephone (757) 222-7244.

Absent a request for hearing, the motions described on the reverse of this notice automatically will be referred for decision to Judge Doumar promptly after receipt of briefs.

ALL COURT PAPERS IN THIS CASE MUST BE FILED in the Civil Section of the Clerk's Office, Room 193-B.

FERNANDO GALINDO, CLERK

MOTIONS TO BE DETERMINED

WITHOUT ORAL ARGUMENT

I. GENERAL

- A. The motions listed in II below automatically will be referred for decision to Judge Doumar.**
- B. Other motions will be referred for decision to Judge Doumar when:**
- 1. Directed by the Rule 16(b) order.**
 - 2. Directed by Judge Doumar or his staff either orally or in writing.**
 - 3. Requested by counsel.**

II. THE FOLLOWING MOTIONS ARE REFERRED FOR DECISION BEFORE INITIAL PRETRIAL CONFERENCE:

- A. WITHOUT EXCEPTION - whether answer filed or not - UNLESS deadline for initial pretrial conference (Rule 16, FRCP) is approaching:**
- 1. For change of venue to another court or divisional office of this court.**
 - 2. To stay and/or for arbitration.**
 - 3. To remand to state court.**
 - 4. To join necessary party(ies). Rule 19, FRCP**
- B. WITH EXCEPTION - unless an answer is also filed by every defendant and/or unless the deadline for initial pretrial conference is approaching:**
- 1. Rule 12 motions to dismiss for:**
 - a. Insufficiency of process of service (motion to quash).**
 - b. For failure to state a claim upon which relief may be granted.**
 - c. More definite statement.**
 - d. Lack of jurisdiction.**