

September 14, 2018

**INDIVIDUAL RULES & PRACTICES IN CIVIL CASES**  
**VERNON S. BRODERICK, UNITED STATES DISTRICT JUDGE**

**Chambers**

United States District Court  
Southern District of New York  
Thurgood Marshall United States Courthouse  
40 Foley Square, Room 415  
New York, NY 10007  
(212) 805-6165

**Courtroom**

United States District Court  
Southern District of New York  
Thurgood Marshall United States Courthouse  
40 Foley Square, Courtroom 518  
New York, NY 10007  
Melissa Williams, Courtroom Deputy  
(212) 805-0183

**Unless otherwise ordered by Judge Broderick, these Individual Rules & Practices apply to all parties in all civil matters except for civil pro se litigants, who must send all papers and all communications with the Court to the Pro Se Office.**

**1. Communications with Chambers**

- A. Letters.** Except as otherwise provided below, communications with the Court shall be by letter, **no longer than three pages**, filed on the Court’s Electronic Case Filing System (“ECF”).

Parties should not submit courtesy copies of letters filed on ECF.

Letters to be filed under seal or containing sensitive or confidential information may be emailed to the Court at [BroderickNYSDChambers@nysd.uscourts.gov](mailto:BroderickNYSDChambers@nysd.uscourts.gov) as a .pdf attachment. All counsel must be copied on the email. The email shall state clearly in the subject line the following: (1) the caption of the case, including the docket number and lead party names; and (2) a brief description of the contents of the letter (*e.g.*, “14-cv-9999 – Jones v. Smith – Request to File Under Seal”). Parties shall not include substantive communications in the body of the email; substantive communications shall appear only in the body of the attached letter. Parties are directed to Rule 5.B for additional guidance for filing documents in redacted form or under seal.

Letters solely between parties or their counsel or otherwise not addressed to the Court may not be filed on ECF or otherwise sent to the Court (except as exhibits to an otherwise properly-filed document).

- B. Settlement.** The parties shall email chambers at [BroderickNYSDChambers@nysd.uscourts.gov](mailto:BroderickNYSDChambers@nysd.uscourts.gov) immediately upon an agreement to settlement. The Court will not retain jurisdiction to enforce confidential settlement agreements. If the parties wish that the Court retain jurisdiction to enforce the agreement, the parties must place the terms of their settlement agreement on the public record. The parties may either provide a copy of the settlement agreement for the Court to endorse or

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include the terms of their settlement agreement in their stipulation of settlement and dismissal.

- C. Telephone Calls.** For docketing, scheduling, and calendar matters, call Courtroom Deputy Melissa Williams at (212) 805-0183. Otherwise, telephone calls to Chambers are permitted **only** for urgent matters. In such situations, call Chambers at (212) 805-6165.
- D. Faxes.** Faxes to Chambers are not permitted.
- E. Emails.** Except as otherwise noted in these Rules (*e.g.*, Rules 1.A, 1.B, and 6.B.i), parties and counsel may not send emails to Chambers without prior permission.
- F. Hand Deliveries.** Hand-delivered mail should be left with the Court Security Officers at the Worth Street entrance to 500 Pearl Street; it may not be brought directly to Chambers. Hand deliveries are continuously retrieved from the Worth Street entrance by Courthouse mail staff and then taken to Chambers. If the hand-delivered letter is urgent and requires the Court's immediate attention, however, ask the Court Security Officers to notify Chambers that an urgent package has arrived that needs to be retrieved by Chambers staff immediately.
- G. Requests for Adjournments or Extensions of Time.** All requests for adjournments or extensions of time must be made in writing and filed on ECF as letter-motions. (If such request contains sensitive or confidential information, it may be submitted by email as indicated in Rule 1.A above.) The letter-motion must state the following: (1) the original due date; (2) the number of previous requests for adjournments or extensions of time; (3) whether these previous requests were granted or denied; (4) whether the adversary consents and, if not, the reasons given by the adversary for refusing to consent; and (5) the specific reasons for the adjournment or extension of time.

If the requested adjournment or extension affects any other scheduled dates, including discovery deadlines, a proposed revised Scheduling Order, the template for which is available on the Court's website at <https://nysd.uscourts.gov/hon-vernon-s-broderick>, must be included.

If the request is for an adjournment of a court appearance, absent an emergency, the request must be made at least 48 hours prior to the scheduled appearance.

The Court will independently review all requests for extensions and adjournments and will not automatically grant stipulated agreements as to scheduling. Requests for an extension or adjournment that are not based upon good cause will be denied. Non-urgent proceedings in other matters, scheduled vacations, and other commitments known well in advance generally do not constitute good cause. Repeated requests for adjournments or extensions of time may require demonstration of extraordinary circumstances.

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**2. Conferences**

- A. Attendance by Principal Trial Counsel.** Absent prior authorization, the attorney who will serve as principal trial counsel must appear at all conferences with the Court.
- B. Attendance by Telephone.** Requests to appear at a conference by telephone must be made at least 48 hours prior to the scheduled appearance via letter filed on ECF explaining why counsel cannot appear in person.
- C. Initial Case Management Conference.** The Court will generally schedule a Fed. R. Civ. P. 16(c) conference within three months of the filing of the Complaint. The Notice of Initial Pretrial Conference will be made available on ECF, and plaintiff’s counsel will be responsible for distributing copies to all parties. This Notice will direct the parties to file on ECF one week prior to the conference date a joint letter to the Court containing the information set forth in the order scheduling the initial conference and a proposed Civil Case Management Plan and Scheduling Order, the template for which is available on the Court’s website at <https://nysd.uscourts.gov/hon-vernon-s-broderick>.

In accordance with the S.D.N.Y. ECF Rules and Instructions (“ECF Rules & Instructions”), counsel is required to register as ECF filers and enter an appearance in the case before the initial pretrial conference. The pertinent instructions are available at <https://nysd.uscourts.gov/rules/ecf-related-instructions>. Counsel must ensure that any contact information on ECF is up to date.

- 3. Discovery Disputes.** Unless otherwise directed, counsel should describe their discovery disputes in a single letter, jointly composed, **not to exceed five pages**. Separate and successive letters will not be read. Strict adherence to Fed. R. Civ. P. 37(a)(1), the “meet and confer” rule, is required, and should be described in the joint submission as to time, place, and duration, naming the counsel involved in the discussion. The joint letter shall set forth, with specificity, the requested discovery that each dispute involves and the respective position of each party, citing the applicable authority that the respective parties claim for support. As a general matter, affidavits or exhibits are **not** permitted in connection with discovery dispute letters without prior written request and permission. However, when the dispute concerns the refusal to respond to a specific written request, the parties shall attach that request. If an opposing party refuses to participate in writing a joint letter or does not provide its portion of a joint letter within 72 hours of a party’s request, a party may submit a letter without the opposing party’s contribution and shall attach a copy of the correspondence seeking the opposing party’s contribution.

**4. Motions**

- A. Pre-Motion Conferences.** Pre-motion conferences are not required, except for motions concerning discovery, which are governed by Section 3 above.

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- B. Memoranda of Law.** As a general matter, citations to cases should be in the body, rather than footnotes, of memoranda of law. Unless prior permission has been granted, memoranda of law in support of and in opposition to motions are limited to 25 pages, and reply memoranda are limited to 10 pages. Requests for additional pages will not be granted absent demonstration of good cause. Memoranda of 10 pages or more shall contain a table of contents and a table of authorities and shall conform to Local Civil Rule 11.1. All memoranda shall be text-searchable, if possible. Sur-reply memoranda will not be accepted without prior permission of the Court.
- C. Unpublished Cases.** Westlaw citations shall be provided, if available, to cases not available in an official reporter. In pro se cases, parties represented by counsel shall provide a copy of all unpublished opinions to the pro se litigant. In all cases the parties' courtesy copies must contain paper copies and/or electronic copies on a CD, not on a memory stick, and not by email, of any unpublished cases that are not available on Westlaw.
- D. Affidavits and Exhibits.** Parties are limited to a total of five affidavits each in support of or in opposition to a motion. Affidavits may not exceed ten double-spaced pages. Parties may request leave, for good cause, to file additional or over-length affidavits. All exhibits shall be clearly labeled, tabbed, and indexed. For any hearing or deposition transcript submitted, the parties shall provide the Court with an electronic, text-searchable courtesy copy of the entire proceeding, if such copy is available, unless doing so would be unduly burdensome. (Parties shall provide these materials on a CD only, not on a DVD or memory stick, and not by email.)
- E. Courtesy Copies.** Two printed courtesy copies of all motion papers marked "Courtesy Copy," shall be submitted by the movant at the time the reply is served. All courtesy copies shall be doubled-sided, three-hole punched, tabbed, and placed in binders with a table of contents. The non-moving party shall provide the movant with an unbound set of its motion papers, double-sided and three-hole punched. If the parties have redacted or filed under seal any portion of the motion papers or exhibits in compliance with Rule 5.B below, courtesy copies are to be unredacted, but the portions redacted from public filings shall be highlighted and identified, so that the Court will know to refrain from quoting those passages in opinions and orders. If providing courtesy copies in this manner will be unduly burdensome, the parties shall so advise the Court via letter filed on ECF.
- F. Motions for Summary Judgment.** Except in pro se cases, the moving party shall provide all other parties with an electronic copy of the moving party's Statement of Material Facts Pursuant to Local Civil Rule 56.1. The opposing party must reproduce each entry in the moving party's Rule 56.1 Statement and set out its response directly beneath it.
- G. Letter Motions.** Letter-motions filed via ECF must comply with the S.D.N.Y. Local Rules ("Local Rules") and the ECF Rules & Instructions.

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**H. Default Judgments.** A plaintiff seeking a default judgment must proceed by way of an order to show cause pursuant to the procedure set forth in Attachment A.

**I. Proposed Stipulations and Orders.** In accordance with the Local Rules and the ECF Rules & Instructions, parties should file on ECF all proposed stipulations and orders that they wish the Court to sign, except for the following four categories of documents: (1) Consent to Proceed Before U.S. Magistrate Judge; (2) Preliminary Injunction with Temporary Restraining Order; (3) Judgment (Jury Trial); and (4) Clerk's Judgment. If parties wish the Court to sign any of those four categories of documents, parties should first e-mail the proposed stipulation or order to the Orders and Judgments Clerk at [judgments@nysd.uscourts.gov](mailto:judgments@nysd.uscourts.gov) in accordance with the ECF Rules & Instructions. Courtesy copies need not be sent to Chambers for any proposed stipulation or order.

**J. Oral Argument on Motions.** Parties may request oral argument by letter at the time their moving or opposing or reply papers are filed. The Court will determine whether argument will be heard and, if so, will advise counsel of the argument date.

**5. Other Pretrial Guidance**

**A. Cases Removed from State Court.** Counsel for the party or parties that removed the case must, in addition to providing a copy of all process, pleadings, and papers served upon the defendants pursuant to 28 U.S.C. § 1446(a), provide the Court with a courtesy copy of any pleading filed or served while the case remained in State court. Counsel for all parties must file a notice of appearance in this Court promptly upon removal.

**B. Redactions and Filing Under Seal.**

Any party wishing to file in redacted form any pleading, motion, memorandum, exhibit, or other document, must make a request to the Court by filing a letter on ECF explaining briefly, without disclosing confidential matters, the reasons for seeking to file that submission under seal. The party must submit to the Court, by hand-delivery or mail, its letter, any appropriately ex parte support for its request, and one full set of the relevant document(s) in highlighted form (i.e., by highlighting the material to be redacted). The party must also submit digital copies of these documents to chambers at [BroderickNYSDCchambers@nysd.uscourts.gov](mailto:BroderickNYSDCchambers@nysd.uscourts.gov).

If approval is given for any redactions, the party seeking redaction shall then (1) publicly file any redacted materials; and (2) file the set of unredacted materials or sealed documents with the Sealed Records Department of the Southern District of New York, in accordance with the Department's procedures, available at <https://nysd.uscourts.gov/programs/records>.

**C. Bankruptcy Appeals.** Unless otherwise ordered, briefs must be submitted in accordance with Federal Rules of Bankruptcy Procedure 8015–8018. The appeal may be dismissed if the opening brief is not timely filed. Counsel may apply for an extension of the dates

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specified in Bankruptcy Rule 8018 by joint request but must do so at least two business days before the brief is due. The page limits in Bankruptcy Rule 8015 must be observed.

**6. Trial Submissions**

- A. Joint Pretrial Order.** Unless otherwise specified by the Court, within thirty days after the close of discovery or, if any dispositive motion is filed, within thirty days from the Court's decision on such motion, the parties shall file on ECF a proposed joint pretrial order, which shall include the information required by Fed. R. Civ. P. 26(a)(3) and the following:
- i.** The full caption of the action.
  - ii.** The names, law firms, business addresses, and telephone and fax numbers of trial counsel.
  - iii.** A brief statement by the plaintiff as to the basis of subject matter jurisdiction, and a brief statement by each other party as to the presence or absence of subject matter jurisdiction. Such statements shall include citations to all statutes relied on and relevant facts as to citizenship and jurisdictional amount.
  - iv.** A brief summary by each party of the claims and defenses that the party asserts remain to be tried, including citations to any statutes on which the party relies. The summaries shall also identify all claims and defenses previously asserted which are **not** to be tried. The summaries should not recite any evidentiary matter.
  - v.** A statement as to the number of trial days needed and as to whether the case is to be tried with or without a jury.
  - vi.** A statement as to whether all parties have consented to trial by a magistrate judge, without identifying which parties do or do not consent.
  - vii.** Any stipulations or agreed statements of fact or law to which all parties consent.
  - viii.** A list of all trial witnesses, in the order in which the parties anticipate they will be called, indicating whether such witnesses will testify in person or by deposition, and a brief summary of the substance of each witness's testimony.
  - ix.** A designation by each party of deposition testimony to be offered in its case in chief, and any counter-designations and objections by any other party.
  - x.** A list by each party of exhibits to be offered in its case in chief, with an indication by exhibit number as to whether any party objects to the exhibit. The party objecting must include a brief statement that makes clear the basis for its objection and must provide any necessary supporting authority.

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- xi.** A statement of the damages claimed, and any other relief sought, including the manner and method used to calculate any claimed damages and a breakdown of the elements of such claimed damages.
- xii.** A statement as to whether the parties consent to less than a unanimous verdict.

**B. Required Pretrial Filings.** Each party shall file on ECF and serve with the joint pretrial order:

- i.** In **all** cases—motions addressing any evidentiary issues or other matters which should be resolved *in limine*. Any document that is the subject of an *in limine* motion should be submitted to the Court by email to BroderickNYSDChambers@nysd.uscourts.gov and served on opposing counsel but **not** filed on ECF.
- ii.** In **all** cases—a pretrial memorandum of law where a party believes it would be helpful to the Court.
- iii.** In **jury** cases—joint proposed voir dire questions, a verdict form, and jury instructions. These joint submissions shall consist of single documents, jointly composed, noting any areas of disagreement between the parties. The voir dire questions and jury instructions shall include both the text of any requested question or instruction as well as a citation, if relevant, to the authority from which it derives. These documents must also be submitted by email to BroderickNYSDChambers@nysd.uscourts.gov in Word format.
- iv.** In **non-jury** cases—proposed findings of fact and conclusions of law. The proposed findings of fact should be detailed and should include citations to the proffered trial testimony and exhibits, as there may be no opportunity for post-trial submissions. These documents must also be submitted by email to BroderickNYSDChambers@nysd.uscourts.gov in Word format.

**C. Additional Submissions in Non-Jury Cases.** At the time the joint pretrial order is filed in a non-jury case, each party shall send to the Court by mail or hand delivery and serve on opposing counsel, but not file on ECF, the following:

- i.** All deposition excerpts which will be offered as substantive evidence.
- ii.** All documentary exhibits.

**D. Filings in Opposition.** Any party may file the following documents in opposition. These documents shall be filed no later than one week after the filing of the pretrial order or three days before the scheduled trial date, whichever comes first:

- i.** Objections to another party's requests to charge or proposed voir dire questions.

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- ii. Opposition to any motion *in limine*.
- iii. Opposition to any legal argument in a pretrial memorandum.

**E. Courtesy Copies.** Two courtesy copies of all documents identified in Rules 6.A, B, C.i, and D above shall be submitted to Chambers on the date on which they are to be served or filed. Only one set of documentary exhibits is required. Voluminous material may be organized either in binders or manila file folders, but in any event, the courtesy copies shall be separately arranged into two independent sets (except for documentary exhibits).

**F. Exhibits.** All exhibits must be pre-marked in advance of trial and two bound copies provided to the Court not later than the first day of trial. If counsel intend to distribute copies of documentary exhibits to the jury, they are to make a separate copy for each juror. Counsel shall make certain that they have custody of all original exhibits. The Court does not retain them, and the Courtroom Deputy is not responsible for them.

Counsel should communicate with Courtroom Technology/AV Services, available at (212) 805-0134, if any technological support is required.

**G. Trial Schedule.** Trials will generally be conducted Monday through Thursday from 10:00 a.m. to 5:30 p.m., with lunch from 12:45 p.m. to 2:00 p.m. However, any trial scheduled to last for approximately one week will be conducted Monday through Friday. Upon request, the Court will be available to meet with counsel from 9:00 a.m. to 9:30 a.m. Such requests **must** be made by 9:30 p.m. the evening before the requested meeting through (i) an email to Chambers, (ii) an email to the Law Clerk responsible for the case, and (iii) a call to Chambers.

**7. Post-Trial Procedures.** Counsel are responsible for promptly raising any issue concerning the accuracy of transcripts certified by the court reporter to be used for purposes of appeal. Counsel perceiving an error that is material shall stipulate to the appropriate correction or, if agreement cannot be reached, shall proceed by motion on notice. Non-material defects in syntax, grammar, spelling, or punctuation should be ignored.

**8. Policy on the Use of Personal Electronic Devices and Other Electronic Equipment.** Attorneys' use of personal electronic devices within the Courthouse and its environs is governed by Standing Order M10-468 (Electronic Devices and General Purposes Computing Devices), available at <https://nysd.uscourts.gov/rules>. Any attorney wishing to bring a personal electronic device into the Courthouse, can obtain a Valid Service Pass issued by the District Executive's Office to an attorney who has been admitted to the Bar of this Court and presents a valid State Unified Court System Attorney Service Pass. A Valid Service Pass allows an attorney to bring in one personal electronic device into the courthouse and their environs for that attorney's own use. A Valid Service Pass by itself does not authorize an attorney to bring a General Purpose Computing Device into the Courthouse and their environs.



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An attorney with a Valid Service Pass or any member of the Bar of any court may bring one or more Personal Electronic Devices or General Purpose Computing Devices into the Courthouse and their Environs for use in a particular trial or proceedings with prior written permission. Any party seeking to bring such equipment shall submit a letter with the standard Electronic Device Order (attached as Exhibit A to the Electronic Devices and General Purposes Computing Devices Standing Order) attached to Chambers at least ten business days in advance of the relevant trial or hearing requesting permission to use such equipment. The letter and order shall identify the type(s) of equipment to be used and the name(s) of the attorney(s) who will be using the equipment. Chambers will coordinate with the District Executive's Office to issue the Order and forward a copy to counsel. The Order must be shown upon bringing the equipment into the Courthouse.

Mobile phones are permitted inside the Courtroom, but must always be kept turned off . Non-compliance with this rule will result in forfeiture of the device for the remainder of the proceedings.

## ATTACHMENT A

### DEFAULT JUDGMENT PROCEDURE

1. Obtain a Certificate of Default for each defaulting defendant from the Clerk's Office pursuant to Federal Rule of Civil Procedure Rule 55(a) and Local Civil Rule 55.1.
2. Prepare an Order to Show Cause for default judgment and make the Order returnable before Judge Broderick in Courtroom 518. Leave blank the date and time of the conference. Judge Broderick will set the date and time when he signs the Order.
3. Provide the following supporting papers with the Order to Show Cause:
  - A. An attorney's affidavit setting forth:
    - i. The basis for entering a default judgment, including a description of the method and date of service of the summons and complaint.
    - ii. The procedural history beyond service of the summons and complaint, if any.
    - iii. Whether, if the default is applicable to fewer than all of the defendants, the Court may appropriately order a default judgment on the issue of damages prior to resolution of the entire action.
    - iv. The proposed damages and the basis for each element of damages, including interest, attorney's fees, and costs.
    - v. Legal authority for why an inquest into damages would be unnecessary.
  - B. A proposed default judgment.
  - C. Copies of all of the pleadings.
  - D. A copy of the affidavit of service of the summons and complaint.
  - E. A Certificate of Default from the Clerk of Court.
4. Electronically file the proposed Order to Show Cause and supporting papers via ECF, in accordance with the ECF Rules & Instructions, available at <https://nysd.uscourts.gov/rules/ecf-related-instructions>.
5. After the Orders and Judgments Clerk approves the Order to Show Cause on ECF, promptly contact Chambers at (212) 805-6165 to arrange for delivery of Order to Chambers for the Judge's signature. Also bring a courtesy copy of the supporting papers to leave with Chambers.

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6. The Court will review the motion for default judgment and, if appropriate, issue the Order to Show Cause setting a date and time for a default judgment hearing.
7. After the Judge signs the Order to Show Cause, serve a conforming copy of the Order and supporting papers on the defendant. Chambers will retain the original signed Order for docketing purposes, but will supply you with a copy. You may also print a copy of the signed Order from ECF after the Order has been docketed.
8. Prior to the return date, file through on ECF: (1) an Affidavit of Service, reflecting that the defendant was served with a conforming copy of the Order to Show Cause and supporting papers; and (2) the supporting papers. The signed Order itself will be scanned and docketed by Chambers.
9. Prior to the return date, file the proposed judgment on ECF for the Clerk's approval. The proposed judgment, including all damage and interest calculations, shall be approved by the Clerk prior to the conference and then brought to the conference for the Judge's signature.