

Guidelines for Attorneys with Cases Before Judge Bencivengo

Please review these guidelines before contacting chambers with your questions.

- 1) Lodging documents: When an order directs you to “lodge” documents with chambers (usually, your ENE brief, MSC statement or discovery plan), you should bring the document directly to chambers (*e.g.*, via an attorney courier service). We are located at 940 Front Street, Suite 1131, San Diego, CA 92101. We do not accept documents via email or fax. Any documents sent by email or fax will not be considered received by the Court. If you wish to send your documents via FedEx or other mail service, you should ensure that they will be received here on the day they are due.
- 2) Coordinating conference calls: When an order, minute order or minute entry directs you to “coordinate and initiate the conference call,” you should make arrangements for all call participants to be on the phone and then you should call into chambers at the time set for the call. The number you should call is (619) 557-7688. The Court cannot advise you on how to coordinate the conference or a particular conference calling service to use. You should initiate the call into chambers.
- 3) Before calling chambers to ask your question, please read over the orders issued by the Court as they may already contain the answer you seek.
- 4) If you have a technical question relating to CM/ECF, please contact the CM/ECF Help Desk at (866) 233-7983. This number can also be found at the Court’s website www.casd.uscourts.gov. If you are seeking the efile email address for chambers, that information can be obtained in the CM/ECF Policies and Procedures Manual. If you contact chambers for the email address, we will refer you to the Manual. The Manual can be obtained at the Court’s website.