

**HONORABLE JILL L. BURKHARDT
U.S. MAGISTRATE JUDGE
CRIMINAL CHAMBERS RULES**

Please Note: The Court provides this information for general guidance to counsel. However, the Court may vary these procedures as appropriate in any case.

I. Communications with Chambers

- A. Letters, faxes, or emails.** Letters, faxes, or emails to chambers are prohibited unless specifically requested by the Court. If letters, faxes, or emails are requested, copies of the same must be simultaneously delivered to all counsel.
- B. Telephone Calls.** Telephone calls concerning criminal matters should be directed to Judge Burkhardt's Courtroom Deputy, **Carolina Lopez**. Her telephone number is **(619) 557-6425**.
- C. Lodging Documents.** When an order directs you to lodge a document with the Court, you should either send it via email to: efile_Burkhardt@casd.uscourts.gov or deliver the document directly to chambers (221 West Broadway, Suite 5140, San Diego, CA 92101-8949). If the document is more than 20 pages (including exhibits) in length, the document is to be delivered directly to chambers.

II. Criminal Calendar

Criminal calendars are heard on Tuesdays and Thursdays starting at 9:00 a.m., unless otherwise scheduled by the Court. Criminal arraignments will be held during duty week at 2:00 p.m. or as scheduled by the Court. Counsel are expected to be punctual and check in with the Courtroom Deputy 15 minutes prior to the commencement of the calendar. Counsel should advise the Courtroom Deputy of any scheduling conflicts in advance of the hearing.

Court will generally be held in Courtroom 5C, on the fifth floor of the Edward J. Schwartz U.S. Courthouse.

III. Bail Modification Hearings

Absent extraordinary circumstances, bail modifications will not be heard unless calendared in advance and with 24 hours notice to the opposing party, the Pretrial Services Office, and the sureties. Parties must provide all documents being relied upon to Judge Burkhardt's Courtroom Deputy, preferably 24 hours in advance of the hearing.

IV. Bail Stipulations for Change of Conditions

The Court will accept written stipulations for modification of bail conditions. Stipulations must be signed by all counsel, the defendant, the bond sureties, and the Pretrial Services Officer supervising the defendant. A copy of the Order of Conditions of Release must be attached to the written stipulation.

V. Presentation of Bail Documents

Bail documents, in the format approved by the Court, must be presented to Judge Burkhardt's Courtroom Deputy for review. The bail documents must include a copy of the Order of Conditions of Release applicable to the defendant in the case.

Material witness bonds must include a notation, in the upper right-hand corner of the bond, of the arraignment date of the material witness. Material witness bonds must also be presented to Judge Burkhardt's Courtroom Deputy for review.

VI. Nebbia and Surety Examination Hearings

Nebbia and surety examination hearings will only be heard if calendared in advance with no less than 24 hours notice to all parties and the Pretrial Services Office. Defense counsel must provide the Court and the United States Attorney's Office a copy of the proposed bail package, including appraisals, title documents, and other relevant materials, no later than 24 hours in advance of the hearing.

V. Change of Plea

Changes of pleas will only be heard if calendared in advance. Counsel may not schedule a change of plea hearing until after the plea agreement is signed by the Defendant and delivered to the government.