

## **Chambers Rules**

### **Hon. Janet A. Cabral, United States Magistrate Judge**

The Court provides the following information as general guidance to counsel and parties. The Court may vary these procedures as appropriate in any case.

#### **I. General Matters**

For questions about any criminal matters and any transcript requests, please contact courtroom deputy Felina Pacho at [felina\\_pacho@casd.uscourts.gov](mailto:felina_pacho@casd.uscourts.gov) or (619) 557-7099. For questions about civil matters (other than transcript requests), please contact Judge Cabral's chambers at 619-557-5874 or [efile\\_cabral@casd.uscourts.gov](mailto:efile_cabral@casd.uscourts.gov).

Telephone calls and emails to chambers are permitted only for administrative matters such as scheduling and calendaring, and to bring discovery disputes to the Court's attention pursuant to these Rules. Court personnel are prohibited from giving legal advice or discussing the merits of a case. Only counsel with knowledge of the case should contact chambers.

#### **II. Criminal Rules**

The parties must lodge all plea-related documents no later than noon the day before any change of plea hearing. Where plea-related documents are not timely lodged, the change of plea will be taken off calendar and rescheduled for another day.

#### **III. Civil Rules**

##### **A. Meet and Confer Requirement**

Before bringing any matter to the Court for resolution, lead counsel (or attorneys with full authority to make decisions on the matter in dispute) must comply with Civil Local Rule 26.1.a.

##### **B. Disputes During Depositions**

If a dispute arises during a deposition, the parties must suspend the deposition and immediately meet and confer. If the dispute is not resolved after meeting and conferring, the parties may call chambers for an immediate ruling on the dispute. If Judge Cabral is available, she will either rule on the dispute or give further instructions. If Judge Cabral is not available, the parties must mark the deposition at the point of the dispute and continue with the deposition. Upon completion of the deposition, the parties must once again meet and confer and then follow the procedures in sections C and D below.

##### **C. Other Discovery Disputes**

After meet and confer attempts in compliance with Civil Local Rule 26.1.a have been exhausted, the movant must e-mail chambers at [efile\\_cabral@casd.uscourts.gov](mailto:efile_cabral@casd.uscourts.gov) seeking a pre-motion conference to discuss the discovery dispute. The email must include: (1) at least three proposed dates and times mutually agreed upon by the parties for the conference; (2) a brief neutral statement of the dispute; and (3) one sentence describing (not arguing) each party's position. The movant must copy all counsel on the email.

Absent leave of Court, no discovery motion may be filed until the Court has conducted its pre-motion conference. Where briefing has been ordered by the Court, counsel should attach only those exhibits that are necessary to the resolution of the parties' dispute. Generally speaking, this does not include counsel's meet and confer correspondence.

The foregoing requirements apply to all discovery disputes.

#### **D. Timing For Raising Discovery Disputes**

The parties must initiate the procedure described in section C above **within 45 days** of the event giving rise to the dispute. For disputes regarding depositions, the event giving rise to the dispute is the completion of the deposition. For disputes regarding written discovery, the event giving rise to the dispute is the date the initial response was served, or, if a party fails to respond, the date the response was due.

The parties may not unilaterally extend these deadlines by stipulation or by service of amended or supplemental responses. Any extension requires leave of Court upon a showing of good cause.

#### **E. Motions to Extend, Amend, Continue or Vacate Dates or Deadlines**

Requests to extend, amend, continue, or vacate dates and deadlines must be made by joint motion after counsel for the parties have met and conferred by telephone or videoconference. The motion must state good cause for the extension and the basis for any party's opposition (if opposed). Absent extraordinary circumstances, motions should be filed prior to the date of the deadline sought to be modified.

#### **F. Protective Orders**

All stipulated protective orders must be filed as a joint motion. The parties must email a copy of the proposed protective order in Word format to [efile\\_cabral@casd.uscourts.gov](mailto:efile_cabral@casd.uscourts.gov). The parties are encouraged to use the District Court's model protective order, which is available on the District Court's website.

#### **G. Motions to Seal**

The public enjoys a presumptive right of access to court records, and any motion to file information under seal must be supported by a specific showing that the material is protectable under the law. Any application to file a document under seal must be served on the person or entity that has custody and control of the document, if that person or entity has not already appeared in the action.

Where the party requesting sealing is not the designating party (*i.e.*, the request to seal is made because another party has designated information "confidential"), the designating party must file a joinder in the motion to seal within 4 business days of service and must make the required showing that the information is protectable under the law. **The fact that the information has been designated confidential pursuant to a stipulated protective order, standing alone, is not a sufficient basis for sealing.** Any opposition to a motion to seal must also be filed within 4 business days of service.

After filing a motion to seal, the moving party must immediately file the proposed sealed documents in CM/ECF using the "Sealed Lodged Proposed Document" event pursuant to ECF Manual Section 2(j). If the moving party seeks to seal an entire document, it should lodge the document in full. If the moving party seeks to seal only portions of the document by using redactions, the document should be lodged with the proposed redactions highlighted in yellow for the Court's consideration.

The party moving to seal must also file a “public” version of the document(s) it seeks to file under seal. The public version should be a slip sheet for a document proposed to be sealed entirely or a document with the proposed sealed information redacted.

**H. Other Motions**

For all other motions not explicitly addressed by these Rules, including *ex parte* motions, the Court does not provide hearing dates or briefing schedules in advance of filing.

**I. Notification of Case Resolution**

If the parties reach a settlement outside the presence of the Court, counsel must promptly email chambers to advise of the settlement and file a Notice of Settlement.

**J. Chambers Copies and Proposed Orders**

Chambers (courtesy) copies of motions, exhibits and lodgments are not required unless specifically requested by the Court.

All proposed orders should be submitted by email ([efile\\_cabral@casd.uscourts.gov](mailto:efile_cabral@casd.uscourts.gov)) in Word format and should be free of any attorney names, firm names, document management numbers or insignia in the caption, margins or footer.

**K. Lawyer Development**

The Court encourages parties to contribute to the development of the bar by permitting less experienced lawyers to argue matters before the Court. Any party may request oral argument on a matter where a lawyer with fewer than 10 years’ experience will argue on behalf of the party.

Dated: April 28, 2026