

**EMERGENCY INDIVIDUAL RULES AND PRACTICES IN LIGHT OF COVID-19**  
**Gonzalo P. Curiel, United States District Judge**

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**Unless otherwise ordered by the Court, these Emergency Individual Rules and Practices apply to all matters before Judge Curiel (whether criminal or civil and whether involving a *pro se* party or all counseled parties). These Rules are a supplement to Judge Curiel's standard Chambers Rules and Procedures. If there is a conflict between these Rules and Judge Curiel's standard Chambers Rules, these Rules control.**

**1. Conferences and Proceedings**

A. **In Civil Cases.** The Court has the discretion to hold hearings in person or remotely, including telephonically or by videoconference. All civil hearings are presumed to go forward in person. If the Court exercises its discretion to hold a hearing telephonically or by videoconference, it will communicate that to the Parties by minute order on CM/ECF. Where an in-person hearing is scheduled, a Party may request permission to appear remotely by filing a motion demonstrating good cause. Parties may use the Southern District's form [Motion to Appear Telephonically or by Videoconference During the COVID-19 Public Emergency in Civil Matters](#).

- i. For telephonic hearings, the parties can participate by dialing the toll-free number (1-877-848-7030) and entering the Access Code (7030611). For videoconference hearings, the Court will communicate the connection information to the Parties the day before the hearing.
- ii. Parties should call chambers on the week of the hearing to confirm whether the matter is to be submitted on the papers pursuant to Local Civil R. 7.1(d)(1).
- iii. The Court employs the District's safety protocols for in-person proceedings. Order of the Chief Judge No. 29, *Interim Safety Protocols for In-Person Court Proceedings* (June 10, 2020).

B. **In Criminal Cases.** The Court directs all Parties to the Chief Judge's Orders and General Orders of the District for the most recent COVID-19 protocols. Varying from those protocols, the Court currently conducts most Motion Hearing/Trial Setting and Status Hearings telephonically.

- i. Where an in-person hearing is scheduled, Parties seeking to appear remotely should contact the Courtroom Deputy, Kimmi Ridgeway, via email at [Kimmi.Ridgeway@casd.uscourts.gov](mailto:Kimmi.Ridgeway@casd.uscourts.gov) or by phone at (619) 557-5539, and submit a completed [Motion to Appear Telephonically or by Videoconference During the COVID-19 Public Emergency in Criminal Matters](#) via email.

**2. Chambers Processes**

A. **Petitions from Probation & Pre-Trial:** All petitions requiring the Judge's attention from Probation and Pre-Trial should be delivered to Judge via his mailbox in the Clerks' Office at the James M. Carter and Judith N. Keep Courthouse, 333 West Broadway, Fourth Floor, San Diego, CA, 92101. If a petition requires a response within

one business day, Probation and Pre-Trial are encouraged to reach out to chambers via email to confirm the petition has been received.

- B. **Telephone Calls.** There may be delays in responding to phone calls and voicemail messages during this time. Parties are encouraged to make **any** requests or inquiries to the Court through ECF or by email. If leaving a voicemail, a party should (1) briefly state the nature of the issue (including, if applicable, the case name and docket number); and (2) provide a call-back telephone number.
- C. **Urgent Matters.** For *urgent* matters, parties should send an email to Chambers that (1) includes the word “URGENT” in the subject line; (2) specifies the case name and docket number; (3) briefly describes the nature of the issue; and (4) provides a telephone number at which the party (and any other relevant parties) can be reached.
- D. **Hand Deliveries.** Unless otherwise directed by the Court, all hand deliveries must be delivered to the Clerks’ Office at the James M. Carter and Judith N. Keep Courthouse, 333 West Broadway, Fourth Floor, San Diego, CA, 92101.

**3. Applications for Temporary Restraining Orders (“TROs”).**

- A. Parties intending to file applications for TROs or other emergency relief must send all relevant papers (in text-searchable PDF format) to the Court by email. The email should (1) include the word “URGENT” in the subject line; (2) provide a telephone number at which the party (and any other relevant parties) can be reached; and (3) provide the relevant parties’ availability for a telephone conference in the next few days.

**4. Motions for Sealed Filings in Criminal Matters.**

- A. Parties seeking to file a document under seal in a criminal matter are encouraged to submit all pertinent materials via email to chambers. This includes a proposed order (in Microsoft Word), an application to file under seal (in PDF format), and the materials to be sealed (in PDF or multimedia format, as required), preferably as three separate documents. The email should indicate it is a sealed filing in the subject line.

**5. Bond.**

- A. Attorneys submitting bond packets should contact the Courtroom Deputy, Kimmi Ridgeway, via email at [Kimmi\\_Ridgeway@casd.uscourts.gov](mailto:Kimmi_Ridgeway@casd.uscourts.gov) or by phone at (619) 557-5539, and submit all relevant documents in **one** PDF document via email.