

**HONORABLE ALLISON H. GODDARD  
U.S. MAGISTRATE JUDGE**

**SPECIAL CRIMINAL PRETRIAL PROCEDURES IN LIGHT OF COVID-19 PANDEMIC  
(Updated 7/17/2020)**

**Inquiries on Criminal Matters**

Judge Goddard’s Courtroom Deputy, Trina Lee, handles all inquiries on criminal matters. Her telephone number is (619) 557-7749, and her email address is [Trina\\_Lee@casd.uscourts.gov](mailto:Trina_Lee@casd.uscourts.gov).

**Criminal Duty Week**

All complaints, warrants, and miscellaneous applications should be submitted by email to [mjduty@casd.uscourts.gov](mailto:mjduty@casd.uscourts.gov). Judge Goddard will review and approve them in the order received, and will contact agents directly to swear complaints and warrants. New complaints should be submitted before 10:00 a.m.

**Procedures for Hearings for Out-of-Custody Defendants**

These procedures will be posted outside the courtroom. Please review them carefully and follow them for your safety and the safety of others.

- All persons entering the courtroom are required to follow courthouse rules regarding wearing facemasks, social distancing, and being asymptomatic.
- Criminal matters will be scheduled in time increments to ensure social distancing can occur within the courtroom. The Court calendar will be posted outside the courtroom.
- Counsel must email the courtroom deputy ([Trina\\_Lee@casd.uscourts.gov](mailto:Trina_Lee@casd.uscourts.gov)) when you arrive outside the courtroom to check in and let her know you are here.
- The CSO will come outside the courtroom to let parties and counsel know when their matter is being called. Parties and counsel should not enter the courtroom before their matter is called.
- Disinfectant wipes are located at counsel tables. Please wipe down any surface you touched, including the microphone, podium, chair (including arms), and table, after your matter is concluded.

## **Requests for Videoconference/Teleconference Appearances at Hearings for Out-of-Custody Defendants**

- Counsel may request to appear by videoconference or teleconference, preferably 2 court days in advance. Counsel must appear in person for change of plea hearings.
- Defendants must request to appear by videoconference or teleconference, preferably 2 court days in advance. The request should be made by email to [efile\\_goddard@casd.uscourts.gov](mailto:efile_goddard@casd.uscourts.gov) using the Motion to Appear Telephonically or By Videoconference During the COVID-19 Public Emergency form, available at <https://www.casd.uscourts.gov/Judges/goddard/docs/Goddard%20Motion%20to%20Appear%20Telephonically%20or%20By%20Videoconference%20in%20Criminal%20Case%20During%20the%20COVID-19%20Public%20Emergency.pdf>. The Court will consider each request individually based on the reasons provided and the type of issues to be addressed at the hearing.
- The Court will not excuse personal appearance by a defendant for a felony criminal plea.

## **Plea Agreements and Material Witness Stipulations**

- If the plea hearing is moving forward on a written but unsigned plea agreement, the Government must lodge the unsigned plea agreement and any Information or Superseding Information (if applicable) no later than 48 hours prior to the hearing.
- If a hearing is moving forward on a written but unsigned stipulation for the release of material witnesses, counsel should lodge the stipulation on the docket two days prior to the hearing.
- The Court will ask defense counsel to confirm at the hearing that they have read the plea agreement or stipulation to the Defendant in its entirety (in Defendant's native language where necessary).