

Chamber Procedures for Civil Cases: Judge Jodi W. Dishman

Issued January 24, 2025

Counsel and *pro se* parties are expected to diligently review and strictly adhere to the Federal Rules of Civil Procedure, Local Civil Rules, Electronic Filing Policies and Procedures Manual, and WDOK General Orders. In addition, unless otherwise ordered by Judge Dishman, these procedures apply to all civil matters:

1. Requests for Extension of Time and Extension of Scheduling Order:
 - a. Must be in writing.
 - b. Absent an emergency, any request for extension should be filed at least forty-eight hours before the scheduled deadline.
 - c. Must follow the standards outlined in the Federal Rules of Civil Procedure, as interpreted and applied by the Tenth Circuit, and must meet the requirements of LCvR6.3.
2. Pre-Motion Conferences: The Court strongly encourages pre-motion conferences in a good-faith attempt to resolve the issue without Court intervention, even if not required by the Federal Rules of Civil Procedure, Local Rules, or the Court's scheduling order. For example, if a motion to dismiss is an attack on the pleadings that can be cured by amendment, the Court strongly encourages the parties to confer before filing such a motion and to advise the Court in the motion whether the parties have conferred.
3. Motions for Protective Orders; Sealing; and Redacting: See separate guidance.
4. Discovery Disputes: The Court will generally order expedited briefing and, if necessary, set a hearing on discovery disputes. If a hearing is set, the parties might be required to confer again through counsel before the hearing. This second conference requirement does not excuse the conference requirement under LCvR37.1 before a discovery motion is filed.
5. *Daubert* Motions: Motions challenging the testimony of experts shall be made by the deadline for *Daubert* motions. The Court will strike *Daubert* motions filed as motions in limine.
6. Judicial Settlement Conferences:
 - a. If agreed and jointly requested, the Court does not need a motion. You may arrange by contacting the Courtroom Deputy Nyssa Vasquez at nyssa_vasquez@okwd.uscourts.gov.
 - b. If opposed, please file a motion to explain why a settlement conference should be ordered.
 - c. The Court prefers that a settlement conference be requested at least thirty days before the pretrial conference date. Pretrial conference dates typically will be set the week before trial.
7. Settlement: In addition to filings under Federal Rule of Civil Procedure 41, you may call chambers and request an administrative closing order on behalf of the parties, absent case-specific special circumstances (*e.g.*, certain class actions, collective actions).
8. Advocacy: Federal courtroom advocacy opportunities are rare. To assist in the training of the next generation of attorneys, the Court strongly encourages new or inexperienced attorneys to participate in courtroom proceedings and conferences. The Court is amenable to having multiple attorneys speak if it creates opportunities for junior lawyers.
9. Proposed orders: Times New Roman, 13 point, left justified.