

Telephone Contact Information

Main Chambers: 305-523-5730

Courtroom Deputy: Graciela Gomez, 305-523-5736

Clerk end digits 0-2, 9: 305-523-5731

Clerk end digits 3-5, 9: 305-523-5733

Clerk end digits 6-8, 9: 305-523-5732

Communications

E-mail address: ruiz@flsd.uscourts.gov

The chambers email address above is the preferred method to contact chambers. For time-sensitive matters or emergencies, counsel may contact chambers by phone, including the courtroom deputy and/or the law clerks, to inquire about procedures specific to Judge Ruiz or to modify a scheduled hearing due to unforeseen circumstances. Chambers will not answer questions regarding procedures that are otherwise governed by the Federal Rules of Civil Procedure and/or the Local Rules for the Southern District of Florida nor provide legal advice.

Civil Procedures

Joint Scheduling Report. Once the Defendant(s) appear(s) in the action, the parties shall prepare and file a joint scheduling report and a proposed scheduling order. A sample proposed scheduling order, in the Court's preferred format, is located under the "Sample Orders" tab. In addition to attaching a proposed order to the joint scheduling report and filing both on the active docket, the parties shall also e-mail their proposed scheduling order, in Word format, to the Court at ruiz@flsd.uscourts.gov. The Court will set the case for trial following receipt of the parties' joint scheduling report and proposed scheduling order. The joint scheduling report should make clear the type of trial the parties are requesting. Where a party demands a jury trial, the demanding party or parties shall include the legal basis for the jury trial demand in the parties' joint scheduling report.

Orders Scheduling Mediation. By the date set on the Court's Scheduling Order, the parties shall select a mediator in accordance with S.D. Fla. L. R. 16.2 and schedule a time, date, and place for mediation. The parties shall file a Notice of Mediator Selection and Hearing on the public docket via CM/ECF along with an attached Proposed Order Scheduling Mediation in the form specified on the Court's website under the "Sample Orders" tab. The parties shall also submit the Proposed Order Scheduling Mediation in Microsoft Word format to ruiz@flsd.uscourts.gov on the same day. The mediation should take place in person absent a showing of good cause to conduct a virtual mediation. Requests showing good cause to conduct the mediation virtually by videoconference or other remote means must be made by motion *before* the parties file the Notice of Mediator Selection and Hearing.

Motions, Responses & Replies. Unless otherwise specified by the Court, every motion, response, and reply shall be double-spaced in Times New Roman 12-point typeface. Multiple plaintiffs or defendants shall file joint motions with co-parties unless there are clear conflicts of position. The applicable page limits for individual parties shall apply for joint pleadings absent leave of Court. Where a complaint names multiple defendants, defendants shall submit a single combined response or separate answers within the time allowed by the Federal Rules of Civil Procedure for the last-served defendant to respond.

Hearings. Counsel for each party shall appear in person for hearings on all substantive motions. Counsel may request to appear by telephone or video teleconference platform by Motion at least one (1) day before the scheduled hearing.

Calendar Call & Pretrial Conference. Calendar Calls are typically held on the Tuesday prior to the commencement of the two-week trial period at 11:00 a.m., unless otherwise noted. The Court will not set a pretrial conference unless requested by the parties and upon a showing of good cause.

Discovery. The Court refers all discovery matters to the Magistrate Judge. The parties shall follow the Discovery Procedures of the paired Magistrate Judge to determine whether filing written discovery motions, including motions to compel, for protective order, or for sanctions, is permitted. The Discovery Procedures for the Court's currently paired Magistrate Judges are accessible under the "Discovery Procedures" tab.

Settlements. If a settlement is reached, please immediately contact chambers by telephone (305-523-5730) and/or email (ruiz@flsd.uscourts.gov) in addition to filing a notice of settlement on CM/ECF.

Proposed Orders. Parties shall submit all proposed orders in Microsoft Word format to ruiz@flsd.uscourts.gov. In addition to the proposed order requirements outlined in S.D. Fla. L. R. 7.1, S.D. Fla. CM/ECF Administrative Procedure 3(I)(6), and the Court's Scheduling Order Procedures, the Court further requires any party moving for unopposed relief to submit a proposed order granting the requested unopposed relief. The proposed order shall be submitted in Microsoft Word format to ruiz@flsd.uscourts.gov on the same day the unopposed motion is filed. The parties shall also submit proposed orders granting any motion requesting relief to which no response in opposition is ultimately filed. Where no response is filed, the moving party shall submit a proposed order granting the requested relief within **seven (7) days** after a response deadline has passed with no responsive filing.

Electronic Equipment. Parties requiring the use of electronic equipment in a hearing or trial shall file a motion with the Court listing the items needed and the names of the attorneys and/or staff who will be using the equipment.