

### **Contact Information**

**Courtroom Deputy:** Graciela Gomez, 954-769-5565

**Clerk end digits 0-2, 9:** 954-769-5561

**Clerk end digits 3-5, 9:** 954-769-5562

**Clerk end digits 6-8, 9:** 954-769-5563

### **Communications**

E-mail address: [ruiz@flsd.uscourts.gov](mailto:ruiz@flsd.uscourts.gov)

Counsel may contact chambers, including the courtroom deputy and/or the law clerks, regarding procedures that are specific to Judge Ruiz, scheduling a hearing, or the status of pending matters. 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 or 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 attached. The parties shall e-mail their proposed scheduling order, in Word format, to the Court at [ruiz@flsd.uscourts.gov](mailto:ruiz@flsd.uscourts.gov). The Court will set the case for trial following receipt of the parties' joint scheduling report and scheduling order.

**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.

**Hearings.** Counsel for each party shall appear in person for hearings on all substantive motions. Counsel may request to appear by telephone 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 are not permitted to file any written discovery motions, including motions to compel, for protective order,

or for sanctions without the consent of the Magistrate Judge. The parties are directed to follow the Magistrate Judge's Discovery Procedure Order to schedule discovery disputes for hearing.

**Settlements.** If a settlement is reached, please immediately contact chambers by telephone (954-7695560) and/or email (ruiz @flsd.uscourts.gov) and file a notice of settlement with the Court.

**Proposed Orders:** Parties shall submit all proposed orders in Microsoft Word format to [ruiz@flsd.uscourts.gov](mailto:ruiz@flsd.uscourts.gov).

**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.