

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

NOTICE OF THE RIGHT TO PROCEED IN
A CIVIL CASE BEFORE A MAGISTRATE JUDGE

With the consent of all parties, a United States Magistrate Judge may preside in a civil case, including a jury trial and entry of a final judgment.

The choice to proceed before a Magistrate Judge is entirely yours. Tell only the Clerk. Neither the District Judge nor the Magistrate Judge will be told until and unless all the parties agree.

The District Judge to whom your case is assigned must approve the referral to a Magistrate Judge.

You must use the consent form attached to these procedures. The form also is available from the Clerk.

David Bradley, Clerk
United States District Clerk
Southern District of Texas

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

_____	§	
	§	
Plaintiff(s)	§	
	§	
v.	§	Civil Action No. H-_____
	§	
_____	§	
	§	
Defendant(s).	§	

CERTIFICATE OF SERVICE IN REMOVED ACTION

I certify compliance with the Court's Procedures.

On _____, 200__, I served copies of the Order for Conference and
Court Procedures on all other parties.

Date

Attorney for _____

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

_____	§	
	§	
Plaintiff(s)	§	
	§	
v.	§	Civil Action No. H-_____
	§	
_____	§	
	§	
Defendant(s).	§	

CONSENT TO PROCEED BEFORE
UNITED STATES MAGISTRATE JUDGE GEORGE HANKS
(Civil Case)

In accordance with the provisions of 28 U.S.C. § 636(c), the parties to this action waive their rights to proceed before a District Judge of the Court and consent to have United States Magistrate Judge George Hanks conduct all further proceedings in the case, including hearings and rulings on motions, pretrial conferences and trial, and the entry of judgment. Counsel for all parties must execute this form.

_____	for	_____
_____	for	_____
_____	for	_____
_____	for	_____

ORDER TO TRANSFER

It is ORDERED that the Clerk of Court reassign this action to **United States Magistrate Judge George Hanks** to conduct all further proceedings, including hearings and rulings on motions, pretrial conferences and trial, and the entry of final judgment, in accordance with 28 U.S.C. § 636(c) and the consent of the parties.

Date

KEITH P. ELLISON
UNITED STATES DISTRICT JUDGE



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS

Keith P. Ellison
United States District Judge

515 Rusk Street
Houston, Texas 77002
713-250-5806
713-250-5503 Fax

NOTICE REGARDING INITIAL CONFERENCE

This notice is being issued in connection with the above referenced proceeding. We are currently scheduled for an initial, or scheduling, conference. As a standard practice in this court, we ask that parties try to agree to dates and deadlines and submit them in the form of a proposed scheduling order. If the parties are able to reach an agreement, the Court will dispense with the conference. I am attaching the standard form scheduling order, which can also be downloaded from the court's website: www.txs.uscourts.gov.

In working through the schedule, please keep in mind that trial is normally scheduled within eighteen months after the case is filed in, or removed to, federal court. Dispositive motions should be filed three months prior to the trial date. In the attached proposed scheduling order, we have included specific due dates for dispositive motions and the joint pretrial order. We have also noted a trial date based on the guidelines stated above.

If you return the completed scheduling order one week prior to your scheduled hearing, the conference will be cancelled. The order should be e-mailed to my Case Manager, Stephanie Loewe at stephanie_loewe@txs.uscourts.gov. Alternatively, you can fax it to her at 713-250-5503.

IT IS SO ORDERED.

A handwritten signature of Keith P. Ellison in black ink, written over a horizontal line.

KEITH P. ELLISON
UNITED STATES DISTRICT JUDGE

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

vs.

§
§
§
§

C. A. No. H-

SCHEDULING/DOCKET CONTROL ORDER

Anticipated Length of Trial: ____ Days

Jury: ____ Non-Jury: ____

1. NEW PARTIES shall be joined by:
The Attorney causing the addition of new parties will provide copies of this Order to new parties.
2. EXPERT WITNESSES for the PLAINTIFF will be identified by a report listing the qualifications of each expert, each opinion that the expert will present, and the basis for it. DUE DATE: _____
3. EXPERT WITNESSES for the DEFENDANT will be identified by a report listing the qualifications of each expert, each opinion that the expert will present, and the basis for it. DUE DATE: _____
4. DISCOVERY must be completed by:
Written discovery requests are not timely if they are filed so close to this deadline that the recipient would not be required under the Federal Rules of Civil Procedure to respond until after the deadline. _____
5. DISPOSITIVE AND NON-DISPOSITIVE MOTIONS (except motions *in limine*) will be filed by: _____
6. JOINT PRETRIAL ORDER and MOTIONS *IN LIMINE* (The Court will fill in this date) _____
7. TRIAL will begin at 8:30 a.m. _____

(Due 90 Days Prior to Trial Date)

(Due Monday one week before trial)

(15 Months from date case is filed)

Date _____

Keith P. Ellison
United States District Judge

Date _____

Counsel for Plaintiff(s)

Date _____

Counsel for Defendant(s)

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

ORDER TO DISCLOSE INTERESTED PERSONS
(Entered in Cases assigned to Judge Keith P. Ellison)

1. Each counsel for non-governmental parties shall file, within thirty days after each counsel's first entry of appearance, a certificate listing all persons, associations of persons, firms, partnerships, corporations, guarantors, insurers, affiliates, parent corporations, or other legal entities that are financially interested in the outcome of the litigation. If a large group can be specified by a general description, individual listing is not necessary. Underline the name of each corporation whose securities are publicly traded.
2. Each such certificate of counsel shall list *all* persons known to counsel to be so interested, in all sides of the case, whether represented by counsel furnishing the certificate or not. The burden is on counsel to ascertain and certify the true facts to the Court.
3. If new parties are added or if additional persons who are financially interested in the outcome of the litigation are identified at any time during the pendency of the litigation, each counsel shall promptly file an amended certificate.
4. Counsel who file or remove an action must serve a copy of this Order with the summons and complaint or with the notice of removal.

BY ORDER OF THE COURT