

1 have a last minute problem. **Attorneys are absolutely prohibited from contacting the**
2 **undersigned's chambers regarding their appearance before the Court.** Professionalism and
3 civility is the rule and not the exception. Counsel are expected to be punctual for all proceedings.

4 **All inquiries regarding criminal matters shall be directed to the undersigned's**
5 **Courtroom Deputy. For any other matters regarding the Court's Criminal and Civil**
6 **Calendar, Counsel shall directly contact the undersigned's Courtroom Deputy.**¹ For
7 **matters concerning filings with the Court, Counsel shall contact the undersigned's**
8 **assigned docket clerk or Docket Quality Analyst. If you have a technical question relating**
9 **to CM/ECF, please contact the CM/ECF Help Desk at (787) 772-3449.** Law clerks do not
10 handle the undersigned's calendar nor the CM/ECF filing system, thus should not be contacted.

11 **The undersigned reminds attorneys that telephone calls to Chambers and to the**
12 **Clerk's Office staff must at all times conform to the Canons of Professional Conduct and**
13 **Judicial Ethics. Any direct or indirect violation of this order shall result in sanctions.**

14
15 This Order amends the undersigned's December 16, 2011 Standing Order. This Standing
16 Order shall be notified to all members of the bar of this Court, as well as entered in all of my
17 pending cases by the Clerk of Court.

18 **SO ORDERED.**

19 In San Juan, Puerto Rico this 5th of July, 2017.

20 *s/ Gustavo A. Gelpí*
21 GUSTAVO A. GELPI
22 United States District Judge

23 ¹ The Court's telephone directory is available in the Puerto Rico District Court's website.
24 <http://www.prd.uscourts.gov/?q=telephone-directory>