

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF PUERTO RICO

IN RE:
Procedure for Criminal Motions

ALL criminal cases before
Judge Jay A. Garcia-Gregory

STANDING ORDER

The criminal docket in the district of Puerto Rico is highly congested. This STANDING ORDER is designed to further the diligent adjudication of criminal motions.

- 1. Conformity with other rules.** This Standing Order is not intended to replace the local rules of this district concerning criminal motions. Rather, parties shall follow the Federal Rules of Criminal Procedure and the local rules of this Court, as well as the requirements set forth in this Standing Order.
- 2. Citation to the Record.** If the motion includes exhibits, those exhibits must be attached, and the motion must properly and specifically cite to those exhibits. The exhibits must be individually numbered and the first page of each exhibit must be numbered as page 1. All facts MUST have citations to the record, specifically citing the document that supports their position AND the page number being cited (e.g. Docket No. 10-2 at 5).
- 3. Post-Trial Motions.** All factual statements contained in any post-trial motions such as Rule 29 Motions, including responses and replies to said motions, MUST include specific citations to the record, including both page and line number(s) of the relevant transcript(s). Failure to specifically cite to the trial transcript WILL result in the non-compliant motion, response, or reply being STRUCK from the record.
- 4. Filing of Exhibits.** When filing multiple exhibits, the parties must include a table of contents listing all the exhibits and a short one-sentence description of each. The Court

recommends that this table of contents be the first attachment, to be included after the motion and/or memorandum of law but before the exhibits.

5. **Courtesy Copies for Rule 29 Motions or Voluminous Record.** This section only applies to parties filing a Rule 29 motion, or a motion attaching exhibits where that filing is longer than thirty (30) pages in length. In these instances, the moving party **MUST** deliver a courtesy copy to the Court. The courtesy copy must be delivered to the Clerk's Office of the Federal Courthouse Building in Hato Rey with the case number and "ATTN: JAG Chambers" in the front of the package. The courtesy copy **MUST** include: 1) the criminal motion, response, or reply; 2) a table of contents for the exhibits; and 3) any exhibits that support the motion (e.g. transcripts or the relevant sections thereof). The exhibits must be numbered and separated by tabs. The copies must be bound (spiral, binder clip, or otherwise).

6. **Striking Non-Compliant Motions.** Failure to comply with this Standing Order, the Federal Rules of Criminal Procedure, or the local rules **WILL** result in the non-compliant motion(s) being **STRUCK from the record**. Repeated violations may also result in the imposition of sanctions.

IT IS SO ORDERED.

In San Juan, Puerto Rico, this 14th day of December, 2017.

S/ Jay A. Garcia-Gregory
JAY A. GARCIA-GREGORY
United States District Judge