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IN THE UNITED STATES DISTRICT COURT
DISTRICT OF PUERTO RICO

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CLERK'S OFFICE
U.S. DISTRICT COURT
SAN JUAN, P.R.

In the Matter of:

**Communications by Counsel and their Staff
With Judge Besosa's Chambers Staff and
Court Personnel**

CASE NO. 3:17-mc-000372(FAB)

STANDING ORDER

The undersigned has noticed a recent increase in telephone calls to law clerks, the judicial assistant, the courtroom deputy clerk and the docket clerk (DQA), regarding matters pertaining to cases pending in his docket. Many of these phone calls relate to simple matters which can easily be resolved by accessing the court's CM/ECF case filing system. Most if not all of these phone calls involve matters which necessarily must be addressed by motion, and not by *ex parte* communication by counsel or their assistants. A motion is the **only** appropriate mechanism to contact the Court.

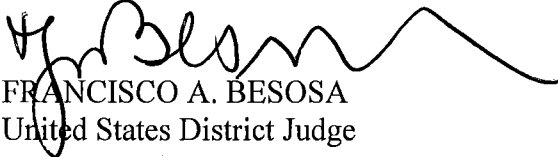
Accordingly, effectively immediately, counsel and their staff shall refrain **at all times** from calling the undersigned's staff for matters involving case-related inquiries, scheduling, CM/ECF filing technical assistance, calendaring or court appearances. Chambers' staff and court personnel cannot and will not provide time estimates for rulings, give legal advice, or discuss the merits of a case. Attorneys and their staff may not contact the undersigned's chambers or court personnel regarding their appearance before the Court, including calls concerning arriving late to court. Counsel are expected to be punctual for all proceedings.

Standing Order
Case No. 3:17-mc-000312(FAB)
July 11, 2017

This Standing Order shall be notified to all members of the bar of this court.

IT IS SO ORDERED.

San Juan, Puerto Rico, July 11, 2017.


FRANCISCO A. BESOSA
United States District Judge