

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

IN RE:

Procedure for Motions for Summary  
Judgment

ALL civil cases before  
Judge Jay A. Garcia-Gregory

STANDING ORDER

Motions for summary judgment can sometimes be voluminous and complex. The requirements disseminated below are intended to help the Court and litigants handle these motions with the utmost expediency and diligence.

1. **Conformity with Other Rules.** This Standing Order is not intended to replace the local rules of this district concerning motions for summary judgment. Rather, parties shall follow the Federal Rules of Civil Procedure and the local rules of this Court, as well as the requirements set forth in this Standing Order.
2. **Citation to the Record.** Each Statement of Undisputed Material Fact (“SUMF”), response to the SUMF, or additional SUMF must include specific citations to: (1) the affidavit of a witness competent to testify as to those facts at trial, (2) a sworn deposition, and/or (3) other evidence, including documentary evidence, that would be admissible at trial. Those exhibits must be attached to the SUMF. The exhibits must be individually numbered and the first page of each exhibit must be numbered as page 1. Each SUMF, response to the SUMF, or additional SUMF must specifically cite the document that supports their position AND the page number being cited to (e.g. Docket No. 10-2 at 5). Additionally, in the motion for summary judgment, all facts **MUST** have citations to the record and to the relevant SUMF.

3. **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 SUMF but before the exhibits.

4. **Courtesy Copies.** Any party filing a motion for summary judgment, a motion in opposition, or reply thereto, **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 motion for summary judgment, opposition, or reply; 2) the SUMF, or reply to the SUMF; 3) a table of contents for the exhibits; and 4) any exhibits that support the SUMF. The exhibits must be numbered and separated by tabs. Additionally, the copies must be bound (spiral, binder clip, or otherwise).

5. **Striking Non-Compliant Motions.** Failure to comply with this Standing Order, the Federal Rules of Civil Procedure, or the local rules of this Court **WILL** result in the non-compliant motion(s) being **STRUCK** from the record. At the Court's discretion, parties may be given time to re-file a motion that complies with this Standing Order. 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