

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

In Re:

Communications by Counsel and their Staff with  
Judge Jay A. Garcia-Gregory or Chambers Staff

STANDING ORDER<sup>1</sup>

GARCIA GREGORY, D.J.

Counsel and their staff shall refrain at all times from calling the undersigned's chambers, particularly to law clerks' phone lines, for matters such as: case-related inquires, scheduling, and CM/ECF filing technical assistance. Chambers' staff and Court personnel are prohibited from providing time estimates for rulings, providing legal advice, or discussing the merits of any pending case. A motion is the only appropriate mechanism to contact the Court. All filings on CM/ECF are reviewed daily to ensure prompt attention to any urgent matter. Therefore, phone calls to chambers are not necessary.

All inquiries regarding criminal matters shall be directed to the undersigned's Courtroom Deputy. For matters concerning filings with the Court, counsel shall contact the undersigned's assigned Data Quality Analyst. If you have a technical question relating to CM/ECF, please contact the CM/ECF Help Desk at (787) 772-3449. Law clerks do not handle the undersigned's calendar nor the CM/ECF filing system and, therefore, shall not be contacted for these matters.

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<sup>1</sup> This Standing Order has been adapted from the Hon. Gustavo A. Gelpi's Amended Standing Order, issued on July 5, 2017.

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

Attorneys are prohibited from contacting the undersigned's chambers regarding their appearance before the Court. Professionalism and civility is the rule and not the exception. Counsel are expected to be punctual for all proceedings.

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

IT IS SO ORDERED.

In San Juan, Puerto Rico, this 3<sup>rd</sup> of March, 2020.

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