

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

In the Matter of:

Communications by Counsel and
their Staff with Judge
Méndez-Miró or Chambers Staff

Misc. No. 23-MC-206 (GMM)

STANDING ORDER¹

Counsel and their staff shall refrain at all times from calling the undersigned's chambers, particularly to career and term law clerks' phone lines, for matters including, but not limited to case-related inquiries, scheduling, CM/ECF filing technical assistance, calendaring or court appearances. Chambers' staff and Court personnel are strictly 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. Rest assured that 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 Docket Clerk or Docket Quality Analyst. If you have a technical

¹ The instant Standing Order has been adapted from the Hon. Raúl Arias-Marxuach's Standing Order, issued on September 20, 2019, addressing the same matter.

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.

The undersigned reminds attorneys that telephone calls to the Court 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 absolutely prohibited from contacting the undersigned's chambers regarding their appearance before the Court. Counsel are expected to appear on time for all proceedings. Professionalism and civility is the rule and not the exception.

This Standing Order shall be notified to all members of the bar of this Court, as well as entered in all pending cases by the Clerk of Court.

IT IS SO ORDERED.

In San Juan, Puerto Rico, this 10th day of April 2023.

s/Gina R. Méndez-Miró
GINA R. MÉNDEZ-MIRÓ
UNITED STATES DISTRICT JUDGE