

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK

UNITED STATES COURTHOUSE
40 CENTRE STREET, ROOM 2101
NEW YORK, NEW YORK 10007

CHAMBERS OF
SHIRLEY WOHL KRAM
UNITED STATES DISTRICT JUDGE

Tel: (212) 805-6315
Fax: (212) 805-6321

RULES FOR ATTORNEYS

Amended as of January 2, 2003

1. All telephone calls to Chambers shall be made to the main number as listed above. Telephone calls from counsel to Chambers will be accepted between 9:00 a.m. and 5:00 p.m. Telephone calls from paralegals, assistants and/or secretaries will not be accepted.
2. All written communications with the Court must bear the case name, docket number, initials of the judge (SWK) and the attorney's name and telephone number. All papers signed by an attorney must bear that attorney's name in legible type under the signature. Correspondence must indicate that copies have been sent to all appropriate parties and indicate the means by which copies have been sent.
3. Faxes will not be accepted without prior authorization of the Court.
4. All requests for adjournments or extensions of time must be made at least two (2) business days prior to the scheduled date of the conference, hearing or memorandum. All such requests must state: (a) the original due date; (b) the number of previous requests for adjournment or extension; (c) whether those previous requests were granted or denied; and (d) whether the adverse party consents to the request and, if not, the reasons given by the adverse party for refusing to consent. If the requested adjournment or extension affects any other scheduled dates, a proposed revised scheduling order must be attached.
5. No motions, except orders to show cause, requests for pro hac vice admission and motions involving a person in custody, may be made before the first pretrial conference. Any party wishing to make a motion must write to the Court (with a copy to all counsel) to arrange a pre-motion conference before submission of any papers. The letter should briefly explain the legal basis of the motion.
6. No original papers will be accepted by Chambers. Originals must be filed with the Clerk of the Court. Courtesy copies of all motion papers, marked as such, should be submitted to Chambers. Scheduling will be determined by the Federal Rules of Procedure and the Local Rules, unless otherwise directed by the Court.

7. Unless otherwise directed, moving and opposing briefs are not to exceed thirty-five (35) pages in length, and reply briefs are not to exceed fifteen (15) pages in length. Briefs subsequent to reply briefs will not be accepted unless permission to file has been granted. Briefs in excess of ten (10) pages must be accompanied by a table of contents and a table of authorities. Exhibits to briefs in excess of twenty (20) pages must be separately bound. All exhibits should be tabbed and indexed.
8. The Court does not routinely hear oral argument of civil motions and counsel should not appear on the return date. If the Court requires oral argument, such argument will be scheduled by Chambers. In such cases, counsel are normally allocated no more than fifteen (15) minutes for each oral presentation.
9. The attorney who will serve as principal trial counsel must appear at all conferences with the Court and must be authorized to settle the case. Failure of an attorney to appear at a scheduled conference may result in dismissal of the complaint, entry of a default judgment and/or such other sanctions as are deemed just and proper. In the exceptional circumstance where lead counsel is unable to attend a scheduled conference, lead counsel shall submit an affidavit twenty-four (24) hours in advance of the scheduled conference setting forth counsel's prior engagement and the name of the attorney who will be attending the conference in lieu of lead counsel.
10. Motions for a default judgment shall include: (a) an attorney's affidavit setting forth (i) the reasons a default judgment is warranted, including a description of the method and date of service of the original summons and complaint and (ii) the proposed damages and the basis for each element of damages including interest, attorneys' fees and costs; (b) a proposed default judgment; (c) copies of the pleading; (d) a copy of the affidavit of service of the original summons and complaint; and (e) if failure to answer is the basis for the default, a Certificate from the Clerk of the Court stating that no answer has been filed.
11. Counsel in criminal cases must call Chambers immediately following their appearance in Part I and the assignment of the case to Judge Kram. An initial pretrial conference will be scheduled at that time. The Assistant United States Attorney assigned to the case must supply Chambers with a copy of the indictment or information at that time.
12. Parties are to confirm the issuance of an order by checking the docket sheet, the Pacer system, or CourtWeb at <http://www.nysd.uscourts.gov>
13. In jury cases, absent an order from the Court, proposed voir dire, requests to charge, motions in liming and trial memoranda, if any, must be submitted to Chambers ten days prior to the trial date. Requests to charge should contain specific, current authority for each charge. Proposed jury charges should be submitted both in writing and by diskette in WordPerfect or Microsoft Word format.