

UNITED STATES DISTRICT COURT
Eastern District of Pennsylvania
U.S. Court House
Independence Mall West
601 Market Street
Philadelphia, PA 19106-1797

KEYBOARD(), 2002

RE: Civil Action No. KEYBOARD()
KEYBOARD() vs. KEYBOARD()

NOTICE TO COUNSEL:

TRIAL DE NOVO FOR ARBITRATION CASE

This notice sets forth my guidelines for additional discovery and communications with the Court and my Chambers staff, and provides a brief overview of the manner in which this case will generally progress in my Court. In addition to this Notice, I expect that counsel will become familiar with my "Policies and Procedures," which can be found on the Court's website at **www.paed.uscourts.gov**. On the Court's home page, cursor down to and click on "Judges' Procedures." Before calling my Chambers, please consult this publication for answers to any procedural questions you might have.

I. Communication with Chambers

Judge Padova strongly discourages communication with law clerks. All telephone inquiries should be directed to one of my Deputies, who will then direct the call as appropriate.

Chambers Deputy: **Gerrie Keane** - 215-597-1178
Contact for all matters relating to scheduling, case management and procedures.

ESR/Deputy: **Andrea Mack** -267-299-7409
Contact for all matters regarding trials: setup, procedures, exhibits and transcripts.

Please do not write letters directly to the Court or send or designate copies of correspondence among and between counsel for the Court except:

- (1) When letters of transmittal accompany documents required to be sent to or filed with the Court or in another official office in the Courthouse;
- (2) When counsel are specifically requested by the Court to communicate some information to the Court by letter;

(3) When there is an uncontested request for a continuance of the Rule 16 Scheduling Order deadlines not affecting the trial date or pool placement;

(4) When the participation of counsel in the case is expected to be affected by a personal matter concerning counsel, a party, a witness, or counsel's immediate family, such as medical problems, vacation plans, or other similarly personal problems or questions; or

(5) To confirm or advise the Court that a case has been settled, dismissed, or otherwise finally disposed.

All other written communications with the Court concerning any case assigned to my calendar should be by the filing of a pleading, motion, application, brief, legal memorandum, busy slip, or other similar filing provided for in the Federal Rules of Civil Procedure or our Local Rules of Civil Procedure. *Do not write letters to the Court which are properly the subject of these filings.*

When a written communication concerning a case cannot timely address a problem, **necessary** telephone communications with my Chambers, regarding such things as scheduling of a conference or proceeding, including pretrial and trial conferences; attendance of witnesses; exhibit handling; arrangements for video replay; arranging telephone conferences; and requests for absolutely necessary extensions of time to file any response, reply, brief, memorandum of law, or the like, should be directed to the Chambers Deputy at (215) 597-1178.

II. Discovery

I am of the view that after a case has been tried at an arbitration hearing, no additional discovery is necessary. Therefore, absent a compelling reason to do so, no further discovery is permitted. Counsel should bring any compelling reason to permit additional discovery to the Court's attention by formal motion as soon as possible, and in no event beyond one week after receiving this notice.

III. Pretrial Procedures

Enclosed is a Rule 16 Scheduling Order which will direct proceedings throughout this case. No conferences are scheduled unless requested by counsel. Settlement conferences are encouraged, provided counsel believe they will be useful.

Your cooperation is *expected* and *appreciated*.

JOHN R. PADOVA, J.