

UNITED STATES DISTRICT COURT
Eastern District of Pennsylvania
United States Courthouse
Independence Mall West
601 Market Street
Philadelphia, PA 19106-1797

**JUDGE SAVAGE'S POLICY
FOR ARBITRATION CASES**

This notice sets forth Judge Savage's guidelines for additional discovery and communications with the Court and Chambers staff, and provides a brief overview of the manner in which this case will generally progress.

I. Communication with Chambers

A. Correspondence

Written communications with the Court concerning any case assigned to Judge Savage's 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 that are properly the subject of these filings.

Counsel should not write letters directly to the Court or send copies of correspondence among and between counsel to the Court, except:

- (1) When counsel are specifically requested by the Court to communicate some information to the Court by letter;
- (2) When there is an uncontested request for a continuance of the Rule 16 Scheduling Order deadlines not affecting the trial date;
- (3) 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 personal problems; or
- (4) To confirm or advise the Court that a case has been settled, dismissed or otherwise finally disposed.

B. Telephone Calls

Law clerks may not render advice to counsel and have no authority to grant continuances nor to give advice on substantive or procedural matters. Therefore, Judge Savage discourages communication with law clerks.

When a written communication concerning a case cannot timely address a problem, counsel may initiate necessary telephone communications with Chambers. Issues appropriately addressed by telephone contact include:

Scheduling of conferences or proceedings, including pretrial and trial conferences;

Attendance of witnesses;

Exhibit handling or arrangements for video replay;

Arrangements for telephone conferences regarding discovery disputes.

Telephone inquiries should be directed as appropriate to either one of the following:

Judicial Secretary:	Bernadette L. Haas- 267-299-7480 Contact for matters relating to civil scheduling, case management and general procedures.
Courtroom Deputy:	Harry E. Grace - 267-299-7599 Contact for matters regarding courtroom procedures, trial setup, and transcripts.

Counsel are advised to submit current telephone and fax numbers, and any changes to the Clerk's Office and the Deputy.

C. Faxes

Faxes to Chambers are not permitted.

II. Discovery

No further discovery is permitted in the absence of exceptional circumstances. Counsel should bring any compelling reason to permit additional discovery to the Court's attention by formal motion no later than one week after receiving this notice.

III. Pretrial Procedures

Enclosed is a Scheduling Order which will direct proceedings throughout this case. No conferences will be scheduled.