

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

PLAINTIFF : CIVIL ACTION
 :
 v. :
 :
 DEFENDANT : NO.

NOTICE

This matter having been referred to Judge Hey for the purposes of resolving discovery disputes, the following procedures shall apply (see Judge Hey's policies and procedures):

<http://www.paed.uscourts.gov/judges-info/magistrate-judges/elizabeth-t-hey>.

1. All communications with chambers regarding discovery disputes should be directed to: Chambers_of_Magistrate_Judge_Elizabeth_Hey@paed.uscourts.gov.
2. After counsel have **met and conferred**, they may present discovery disputes to the court via letters emailed to chambers and copied to the other side without filing formal motions unless otherwise directed by the court.
3. If any discovery dispute is pending at the time of the referral, please contact chambers immediately and provide any letters that had previously been sent to the District Judge regarding the discovery dispute or refer to the pending motion(s)/response(s) by ECF document number.
4. Do not wait until the end of discovery to bring a dispute to Judge Hey's attention. **Only the District Judge has the ability to alter your discovery deadline.**

Date: _____

Lara Karlson, Courtroom Deputy to
ELIZABETH T. HEY
U.S. MAGISTRATE JUDGE