

Procedures for Litigants appearing before

Magistrate Judge Patricia J. Gorence

Form of Documents	All motions, responses to motions, replies, briefs, stipulations, affidavits, and proposed orders must be double spaced and in not less than 12 point type.
Extensions of Time	<p>In all civil cases, a party seeking the extension of any deadline should confer with all other parties in the case to determine whether the extension is contested.</p> <p>If all parties agree to the extension, a joint or agreed motion or a stipulation should be filed with a proposed order. The proposed order should be e-mailed to GorencePO@wied.uscourts.gov in Word or WordPerfect format. The deadline is not extended until the court enters an order regardless of the stipulation.</p> <p>Any request for an extension of time, including a stipulation, should set forth the reasons for the extension, such that the court can determine whether good cause exists under Fed. R. Civ. P. 6(b).</p>
Courtesy Copies of Electronically Filed Documents	<p>A copy of every electronically filed document that exceeds 20 pages (including attachments), must be delivered (regular mail is sufficient) to the court's chambers (517 E. Wisconsin Avenue, #264, Milwaukee, WI 53202).</p> <p>The courtesy copy, on its face, should be clearly marked "COPY" and contain the date the document was electronically filed and the document's docket number. These notations may be handwritten.</p> <p>Where lengthy or multiple exhibits are attached,</p>

	<p>exhibit tabs should be used to delineate each exhibit.</p> <p>The court shall not take any action on any document until appropriate courtesy copies are received.</p>
Motions Pertaining to Bail	<p>Prior to an adjudication of guilt, all motions pertaining to bail (e.g. motion for reduction of bail, modifications of conditions of release, travel requests, and reconsideration of detention orders) shall be addressed to the magistrate judge who set bail or issued the order of detention. <i>After</i> an adjudication of guilt, all motions pertaining to bail shall be addressed to the district judge assigned to the case.</p> <p>For requests to travel, defendant's counsel should confer with the Assistant United States Attorney and the United States Probation Officer assigned to the case regarding the request. The written request should indicate that defendant's counsel has conferred with each and whether either party has an objection to the request.</p> <p>Due to limitations of the ECF system, even when a motion pertaining to bail is electronically filed, the appropriate magistrate judge may not receive notice that the motion has been filed. Therefore, in addition to electronically filing the motion, a moving party shall promptly deliver or fax a copy of the motion to the magistrate judge's chambers.</p>
Oral Argument	Oral argument is set at the court's discretion. Most motions are decided on briefs.
Other Rules and Procedures	This list of procedures is not intended to be comprehensive. Parties must pay attention to and abide by all applicable Federal Rules of Procedure, this District's Local Rules , the court's orders, and the procedures set forth in the ECF User Manual .