United States District Court
Southern District of Texas
FILED
APR 29 2008
Michael N. Milby, Clerk of Court

IN THE UNITED STATES DISTRICT COURT
FOR THE SOUTHERN DISTRICT OF TEXAS
CORPUS CHRISTI DIVISION

ORDER REGARDING CASES ASSIGNED TO JANIS GRAHAM JACK, U.S. DISTRICT JUDGE

This Order supersedes the Order Regarding civil and criminal Cases Assigned to Janis Graham Jack, U.S. District Judge, signed on April 7, 2005.

1. Motions to substitute counsel in cases assigned to this Court must include the signatures of the withdrawing counsel, the counsel substituting in and the client. The motion must also include a statement that said substitution will not result in any delays in the case and that the substituting counsel is familiar with the Court's Scheduling Order.
2. In civil cases, motions to withdraw without a substitution of counsel in cases assigned to this Court must include the client's signature, a complete recitation of the Scheduling Order and the client's address and phone number for service.
3. In criminal cases, motions to withdraw are required to contain the signature of the defendant in imaged format.
4. Signatures of attorneys in both civil and criminal cases may be indicated by the standard "s/" pursuant to the Administrative Procedures for Electronic Filing in Civil and Criminal Cases.
5. All exhibits to motions filed in cases assigned to this Court must be tabbed; in civil cases, if filed electronically, all references to exhibits in the body of the motion must be hyperlinked.

6. For those filing electronically, one paper copy of all dispositive motions, briefs, and responses shall be filed with the Court through the Clerk's Office, clearly marked, "Courtesy Copy for the Court." All exhibits shall be tabbed.

7. Rule 26 is to be complied with completely. Though no discovery is to be filed with the Court, list of persons with relevant knowledge must be filed by the Initial Pretrial Conference date.

8. Any document requesting that the Court take action of any kind (*i.e.*, any motion, monition, etc.) must be filed separately. For those filing electronically, this means that any such document must be filed as a separate docket entry. The Court will not consider requests filed in combination with other documents. For example, the Court will not consider a motion to limit discovery filed in combination with a defendant's answer to a plaintiff's complaint (this includes a motion to limit discovery included in the body of the answer, or filed as an attachment to the answer). In addition, the Court will not consider a motion brought pursuant to Federal Rule of Civil Procedure 12(b) filed in combination with a responsive pleading. A party may preserve a Rule 12(b)(2)-(5) defense by raising it in its responsive pleading, in accordance with Rule 12(h)(1); however, the Court will not act on such defense absent a separate motion.

SIGNED and ORDERED this 29th day of April, 2008.

Janis Graham Jack
United States District Judge