

Hon. Juan F. Alanis
United States Magistrate Judge
U. S. District Court for the Southern District of Texas
1701 W. Bus. Hwy 83, Ste. 812
McAllen, Texas 78501
(956) 928-7380

All parties are required to abide by the Local Rules for the Southern District of Texas.

In both criminal and civil cases, Judge Alanis adopts the procedural rules of the presiding Judge for that case.

Parties are reminded that any submission - including motions, briefs, and attachments - that is greater than 50 pages in length requires a courtesy hard copy to be filed with the District Clerk's Office

CHAMBERS INFORMATION:

Address: 1701 W. Bus. Hwy 83, Ste. 812, McAllen, Texas 78501
P.O. Box 5059 McAllen, Texas, 78502

Courtroom Location: 8th Floor of the Bentsen Tower, 1701 W. Bus. Hwy 83, McAllen, Texas

Telephone: (956) 928-7380

Facsimile: (956) 618-8068 *subject to change

Do not send any documents to Judge Alanis by facsimile without prior Court approval.

Staff: Nelida Campos, Case Manager
United States District Clerk
P.O. Box 5059
McAllen, Texas 78501
(956) 618-8478

1. COMMUNICATIONS WITH THE COURT

- a. Communications with the Court and inquiries regarding motions, hearings, etc. should be made through the Case Manager, Nelida Campos. Ex-parte contact by counsel through the law clerk is strictly forbidden.

- b. The Law clerk is not allowed to discuss any cases, motions pending before the Court, or Court procedures with parties or attorneys. At times, the Court, in its discretion may direct that the law clerk contact the attorneys in a case regarding a specific matter. Attorneys shall, however, refrain from discussing any issue not directly raised by the law clerk.
- c. Information regarding the filing of documents, entry of orders, or docket entries should be obtained from the United States District Clerk's Office.
- d. All case-related correspondence must be addressed to:

United States District Clerk
P.O. Box 5059
McAllen, Texas 78501
- e. Do not address any substantive issues in letter form as they are not docketed.
- f. All questions regarding any criminal matters should be directed to the Case Manager, Nelida Campos who may be reached at (956) 618-8478.
- g. The parties must file copies of all case-related letters to the Court via CM/ECF.

2. ATTORNEY APPEARANCES

- a. An attorney who appears for any proceeding shall:
 - 1. Be admitted to practice before this Court
 - 2. Be familiar with the case
 - 3. Have authority to bind the client, and
 - 4. Be in charge for that appearance.
- b. During any setting, hearing, or conference in a case, all counsel and *pro se* parties should be prepared to discuss any pending motions or issues before the Court in that case.
- c. Telephone conferences are allowable, but only in limited circumstances. Requests for telephone conferences shall be made by motion form. The request shall indicate the agreement of all parties to appear by telephone.
- d. Counsel shall notify the Case Manager immediately of the resolution of any matter that is set for trial or a hearing.

3. MOTION PRACTICE

- a. The Court follows the written motion practice described in the Local Rules for the Southern District of Texas.
- b. Counsel and *pro se* parties must make serious and timely efforts to confer with opposing counsel on all motions and try to reach agreements on the relief requested.
- c. All motions must contain a certificate of conference stating that counsel and *pro se* parties have conferred regarding the substance of the relief requested, stating whether the relief is opposed or unopposed.
- d. All motions must be accompanied by a separate proposed order.
- e. Pursuant to the Local Rules, opposed motions may be considered by the Court after expiration of 21 days from the motion filing date, without notice from the Court.
- f. Joint motions for continuances are not binding, and they will be granted only at the discretion of the Court.

4. COURTROOM DECORUM

- a. Traditional formal Courtroom etiquette is required in the Courtroom as set forth in Appendix C of the Local Rules.
- b. Cell phones, laptops, and other wireless devices are allowed in the courthouse but cannot be used in the courtroom without approval from the judge.
- c. Broadcassting, televising, recording, or photographing is not allowed in the courtroom without the judge's authorization.
- d. Formal Courtroom attire is required and counsel shall have responsibility for communicating this requirement to witnesses and family members.
- e. Counsel and parties are expected to be seated at the counsel tables and ready to proceed when Court is called into session.
- f. Counsel is expected to stand at all times when addressing the Court.

5. SETTLEMENTS/ DISMISSALS

- a. The parties in every civil action must make a good faith effort to reach settlement.
- b. The Court strictly follows Fed. R. Civ. P. 41(a) with regard to voluntary dismissals. Once an adverse party has answered in a case, a plaintiff may only be allowed to dismiss the case upon a stipulation of dismissal signed by all parties who have entered an appearance in the case.