



## **Judge Quick Reference Guide - U.S. District Court Civil Cases**

This guide serves to direct standard timelines and processes in criminal litigation within the U.S. District Court. First, it should be noted that case numbers shall contain a two digit code for the year, i.e. 23 for 2023. Likewise it shall be followed by a CV for civil litigation or CR for criminal litigation. Examples of case numbers could be 23-CR-220 or 23-CV-984. For civil matters, CV is the accepted case designator.

This document is to serve as a guide of how an officer of the judiciary should proceed with docket events to protect the speedy trial rights of individuals before the court. Below is a simple guide to civil complaints filed before the U.S. District Court.

The following events shall occur upon an accepted filing of a civil complaint on behalf of the Plaintiff:

### **First Step – Filing**

The plaintiff must file with the court within 48 hour a **Civil Complaint** which shall be the basis for a suit to occur. The complaint should include facts and summarize the circumstances surrounding their case.

### **Second Step – Serving & Summons**

Upon receiving a civil complaint, the judge shall direct the plaintiff to prepare a **civil summons** which may be served by any law enforcement officer or the **Clerk of Court**.

### **Third Step – First Status**

Upon the appearance of both parties, the case shall move into a **Status Hearing** which will allow the court to review the complaint, and further allow for discovery to be entered. Typically at this point the court would schedule deadlines to meet for discovery and of course a **Pretrial Conference**.

### **Fourth Step – Second Status**

After pretrial conference, if the case is not settled, it shall proceed to another **Status Hearing**. This hearing will allow for both parties to submit any motions before proceeding to a jury or bench trial. This period will typically last up to a maximum of 48 hours.

### **Fifth Step – Trial**

At this point, a trial shall be conducted to resolve the civil complaint if there has not already been a settlement. The parties may agree or choose either a bench trial or a jury trial. The judge may proceed with either option and begin the trial.