

**HONORABLE MICHAEL S. BERG  
U.S. MAGISTRATE JUDGE  
CIVIL CHAMBERS RULES**

**Please Note:** The Court provides this information for general guidance to counsel. However, the Court may vary these procedures as appropriate in any case.

**I. Civility.** First and foremost, the Court demands civility from the parties. The Court adopts the “Attorney Civility and Practice Guidelines” enacted by the Association of Business Trial Lawyers and the San Diego County Bar Association. Parties appearing before this Court must be aware of and adhere to these [Guidelines](#).

**II. Communications with Chambers.** Chambers staff includes two law clerks and one courtroom deputy. The law clerks handle inquiries on civil matters while the courtroom deputy handles inquiries on criminal matters. For civil matters, contact the law clerks in chambers at (619) 557-6632. For criminal matters, call (619) 557-6695.

**A. Letters and E-mails.** Letters and e-mails to chambers are prohibited unless specifically requested by the Court.

**B. Telephone Calls.** Telephone calls to chambers are permitted only for matters such as scheduling and calendaring, or as specifically permitted in these rules. Court personnel are prohibited from giving legal advice or discussing the merits of a case. **Only counsel with knowledge of the case** may contact chambers.

**C. Lodging Documents.** When an order directs you to “lodge” a document with chambers, you should either send it via e-mail to [efile\\_berg@casd.uscourts.gov](mailto:efile_berg@casd.uscourts.gov), or deliver the document to Judge Berg’s chambers, 221 West Broadway, Suite 2160, San Diego, CA 92101. Proposed orders must be lodged in **Word format**.

**D. Transcript Requests.** Requests for hearing transcripts are no longer submitted through the courtroom deputy. Attorneys must submit transcript requests online, through CM/ECF. [Detailed instructions](#) are on the Court’s website, under the “Attorneys” tab.

**III. Early Neutral Evaluation (“ENE”) and Other Settlement Conferences.** All named parties, party representatives, claims adjusters for insured defendants, and the principal attorney(s) responsible for the litigation, must be present **in person** and prepared to discuss and resolve the case at the ENE or any other settlement conference. **Please see the order scheduling the conference for more information.** The Court will **not** grant requests to excuse a required party from personally appearing absent extraordinary circumstances. Distance of travel alone does **not** constitute an “extraordinary circumstance.”

Counsel requesting that a required party be excused from personally appearing must confer with opposing counsel prior to making the request. Such requests may then be made by filing a joint motion or, where opposing counsel does not join, an ex parte motion outlining the extraordinary circumstances. Any request to excuse a required party from personally appearing must be filed at least **seven (7) days** before the scheduled ENE or settlement conference.

**IV. Discovery Disputes.** (Fed. R. Civ. P. 26–37, 45; Civ. LR 26.1)

**A. Meet and Confer Requirement.** Counsel are to promptly meet and confer regarding all disputed issues, pursuant to the requirements of Civil Local Rule 26.1.a.

**B. Trigger Dates and Deadlines for Raising Discovery Disputes with the Court.**

**1. Written Discovery.** For written discovery, the event giving rise to the discovery dispute is the date the response is served, **not** the date on which counsel reach an impasse in meet and confer efforts. If a party fails to provide a discovery response, the event giving rise to the discovery dispute is the date the response was due. If the parties are unable to resolve a dispute regarding written discovery through the meet and confer process, they must contact the Court to request an informal discovery conference within **thirty (30) days** of the event giving rise to the discovery dispute.

**2. Depositions.** If the dispute arises during a deposition regarding an issue of privilege, enforcement of a court-ordered limitation on evidence, or pursuant to Fed. R. Civ. P. 30(d), counsel should suspend the deposition and immediately meet and confer. If the dispute is not resolved in the meet and confer process, counsel may call Judge Berg’s chambers for an immediate ruling on the dispute. If Judge Berg is available, he will either rule on the dispute or give counsel further instructions on how to proceed. If Judge Berg is unavailable, counsel must mark the deposition at the point of the dispute and continue with the deposition. Counsel must contact the Court to request an informal discovery conference within **fourteen (14) days** of the completion of the transcript of the relevant portion of the deposition.

**C. Informal Discovery Dispute Conference.** **No discovery motion may be filed until the Court has conducted its pre-motion telephonic conference, unless the movant has obtained leave of Court. The Court will strike any discovery motion that does not comply with this process.**

**1. Requesting a discovery conference.** Within the time limits indicated above, parties who wish to file a discovery motion must first place a joint call to chambers to obtain a date for an informal discovery conference from Judge Berg’s law clerk.

**2. If directed to do so by the Court when the parties call to request a discovery conference**, the parties shall exchange **informal letter briefs** and lodge the same by e-mail to Judge Berg's Chambers at [efile\\_berg@casd.uscourts.gov](mailto:efile_berg@casd.uscourts.gov). The informal letter brief must specify the issue(s) in dispute and the party's position and supporting authority for each issue. The Court will review the lodgments before the discovery conference.

**3. If the parties cannot resolve their discovery dispute during the discovery conference with Judge Berg, they will be given a briefing schedule for a discovery motion.**

**V. Continuances.** Whether made by joint motion or ex parte application, any request to continue an ENE, Mandatory Settlement Conference ("MSC"), or scheduling order deadline shall be made in writing no less than **seven (7) calendar days** before the affected date. If the parties agree to jointly move for a continuance of an ENE, MSC, or other settlement conference, they should place a joint call to Judge Berg's chambers prior to filing their joint motion to identify a new date that works with the schedule of the Court, counsel, and parties. The request shall include:

- A. The original deadline or date;
- B. The number of previous requests for continuance;
- C. A showing of good cause for the request;
- D. Whether the request is opposed and why;
- E. Whether the requested continuance will affect other case management dates; and
- F. A declaration from counsel of record detailing the steps taken to comply with the dates and deadlines set in the order and the specific reasons why the deadlines cannot be met.

**VI. Stipulated Protective Orders.**

A. When filing a motion for entry of a stipulated protective order, the motion must include the language of the stipulated protective order and the signatures of counsel for all parties. A proposed stipulated protective order must be e-mailed in Word format to [efile\\_berg@casd.uscourts.gov](mailto:efile_berg@casd.uscourts.gov).

B. The proposed protective order must contain:

1. The following language:

“No document may be filed under seal, except pursuant to a court order that authorizes the sealing of the particular document, or portion of the document. A sealing order may issue only upon a showing that the information is privileged or protectable under the law. **The request must be narrowly tailored to seek sealing only of the confidential or privileged material.**”

To file a document under seal, the parties must comply with the procedures explained in Section 2.j of the Electronic Case Filing Administrative Policies and Procedures Manual for the United States District Court for the Southern District of California and Civil Local Rule 79.2. In addition, a party must file a redacted version of any document that it seeks to file under seal. The document must be titled to show that it corresponds to an item filed under seal, e.g., ‘Redacted Copy of Sealed Declaration of John Smith in Support of Motion for Summary Judgment.’ The party should file the redacted document(s) simultaneously with a joint motion or ex parte application requesting that the confidential portions of the document(s) be filed under seal and setting forth good cause for the request.”

2. If the parties stipulate to the magistrate judge retaining jurisdiction over disputes arising under the terms of the protective order, such jurisdiction may not exceed one year following termination of the case.

**VII. Ex Parte Motions.** All ex parte motions must comply with Civ. LR 83.3(g). Further, declaration(s) in support of the ex parte motion must describe meet and confer efforts made to resolve the dispute without the Court’s intervention. After service of the ex parte motion, opposing counsel will ordinarily be given until 5:00 p.m. on the next business day to respond or contact the assigned law clerk to request additional time. The Court will either issue an order on the written submissions or set a date and time for a hearing.

**VIII. Legal Citations.** When citing legal authority, parties should always follow the latest Bluebook guidelines. Within a document, parties should consistently cite to one legal research database (e.g., Westlaw or LEXIS, but not both). If a particular unreported case does not appear on a certain database, the party must include the case docket number, as instructed in the Bluebook.