

JUDGE ROZZONI'S GENERAL PROCEDURES

A. General Matters

1. If materials must be sent to the Court for any reason, they should be sent electronically to rozzoniproposedtext@nmd.uscourts.gov or by mail to: Judge Jennifer M. Rozzoni, United States District Court, Pete V. Domenici United States Courthouse, 333 Lomas Blvd. NW, Suite 620, Albuquerque, New Mexico, 87102. Please do not send facsimiles. Opposing counsel must be copied on all written or e-mail communications that counsel conducts with the Court with the exception of the confidential letter (and associated materials) sent in anticipation of a settlement conference.
2. Proposed orders must be sent to rozzoniproposedtext@nmd.uscourts.gov after the filing of any unopposed motion. They should be submitted in Microsoft Word format (as .docx files), have 1" margins, be non-justified, and use Times New Roman font, size 12. In civil cases, the case number should be presented as follows: ####-cv-#### [Presiding Judge initials] / [Referral Judge initials]. Further, the proposed order should indicate the approval of all parties by including the electronic signature of all parties at the end of the document.
3. Parties must clearly label all exhibits attached to a filing on CM/ECF. For example, rather than merely labeling an exhibit "Exhibit A," parties must provide additional description, such as "Exhibit A: Deposition of Plaintiff Jones," or "Exhibit A: Defendant Smith's Responses to Interrogatories."
4. For telephonic conferences or hearings, counsel must call into the conference line no later than five (5) minutes before the conference or hearing begins. Unless otherwise stated, the AT&T conference telephone number is 877-336-1831, Access Code 4999264.
5. The Court does not provide interpreters for settlement conferences. If a participant requires an interpreter, counsel must ensure one is present.

B. Discovery Disputes

1. Judge Rozzoni is available to resolve discovery disputes informally, including resolution of problems occurring during a deposition.
2. Informal matters should be of a narrow or discrete nature, *e.g.* instructing a witness not to answer, protective orders, scheduled depositions, or production of files and documents. Requests to compel particular responses to a number of interrogatories cannot be resolved in a telephone conference.
3. Counsel must have attempted to resolve the dispute themselves by discussing the matter either by telephone or in person. Such discussion requires that the parties converse, confer, compare views, consult, deliberate, or in good faith attempt to do so. An e-mail or letter exchange is not sufficient.
4. If the parties' discussion does not resolve a dispute, counsel may email chambers at rozzonichambers@nmd.uscourts.gov to coordinate a telephonic status conference with the

judge. Counsel may also call chambers at (505) 348-2300, although email communication is preferable. All parties must agree to a telephone conference before any one counsel contacts chambers for an appointment. When emailing, counsel should give a brief joint summary of the issue, provide times of availability for all interested counsel, and ensure that all interested counsel are copied on the email. Written requests for a telephonic discovery conference should not include any arguments on the merits, nor should such a request be used as an opportunity to chastise or criticize opposing counsel. The Court will typically rule on the discovery disputes at the conference after hearing counsel's arguments.

C. Consent

1. Counsel are reminded that when Judge Rozzoni is assigned as the discovery/referral judge, the parties may consent to her presiding over the case pursuant to Local Rule 73.2. Should the parties wish to do so, they must fill out Form AO 85 – “Notice, Consent, and Reference of a Civil Action to a Magistrate Judge.” The form must be returned to the Clerk's Office and should not be sent directly to either assigned judge. A link to the consent form is provided on Judge Rozzoni's webpage within the “Resources” tab and through the “Court Forms” link under “National Forms” then “Notice, Consent, and Reference of a Civil Action to a Magistrate Judge.”