

January 7, 2004

M E M O R A N D U M

TO: Virgin Islands Bar-All Attorneys Public & Private

CC: Honorable Raymond L. Finch, Chief Judge
Honorable Thomas K. Moore, District Judge
Honorable Geoffrey W. Barnard, Magistrate Judge

FROM: Jeffrey L. Resnick
Magistrate Judge

RE: Filing of Stipulations

The Court regularly receives stipulated motions, stipulations to extend discovery, stipulations for extension of time to respond to motions, and stipulations for just about everything else. To the extent any such stipulation requests an Order,¹ the order should be provided as a separate attached document (not stamped or stickered as "Exhibit _____"), and should have typed thereon the appropriate distribution list of attorneys (including facsimile numbers of other/division attorneys).²

If the stipulation refers to extension of scheduling order, the stipulation and proposed order should include dates for all matters encompassed by the prior order (e.g. discovery, expert witness discovery, motions, etc.), with blank dates for further conferences (and if appropriate, for trial). The responding judge will fill in such blank dates upon execution of the order. Do not file stipulations providing generally that all prior dates are extended by _____days or _____months and the like.

¹. Many, if not most do not. See e.g. LRCi 56.1(c).

². The reason for having such order separate from the stipulation is that the stipulation is clocked in and docketed when received. It is then awkward to re-clock and re-docket the same document when later issued as an order. The facsimile numbers for the attorneys from the other division is helpful because often the documents filed by the court for delivery in the other division do not go out for several days (until a staff member travels).