

## **STANDING ORDERS**

The Honorable Sarah D. Morrison  
United States District Court for the Southern District of Ohio  
Eastern Division

Counsel, and litigants representing themselves, are expected to comply with the following standing orders, and in the event of non-compliance the Court will consider the imposition of appropriate sanctions. These requirements are applicable to both civil and criminal cases.

1. **Civility.** Civility not only reflects the good character of attorneys who practice it, but it also plays a key role in the efficient and fair administration of justice in this District. Counsel or litigants representing themselves shall read the Statement of Civility in the Local Rules for the Southern District of Ohio and conduct themselves in accordance therewith. The Court will not tolerate rudeness or bullying toward opposing counsel or litigants representing themselves or parties, and briefs and memoranda shall not contain *ad hominem* attacks.
2. **Font Size.** All motions and memoranda filed with the Court shall use only 12-point font in the body of the document, including footnotes.
3. **Motions for Extension of Time.** All requests for an extension of deadlines, including requests for extension of filing deadlines, must be made by way of a written motion. The motion shall indicate the grounds for the request and whether opposing counsel consents to the request. All requests must be made at least four business days in advance of a deadline. If this requirement cannot be met, the motion for extension of time must explain why that is the case. If the request is being made less than four business days in advance of the deadline, the filing party is also directed to notify chambers in advance of filing the motion.
4. **Motions for Continuance.** Requests for a continuance of a court proceeding shall be made by way of a written motion stating the grounds for the request. Before filing the motion, counsel or litigants representing themselves shall first confer with opposing counsel about consent to the motion and agreed-upon alternative dates and times. The motion shall include whether opposing counsel agrees to the continuance. It shall also include any agreed-upon dates and times, or if agreement on proposed dates and times cannot be reached the motion shall so state.

5. **Motions/Memoranda in Support.** Memoranda in support of a motion shall be filed together with the motion as *one* document.
6. **Standard of Review.** Counsel or litigants representing themselves need not include standard of review language in routine motions or responses (e.g., motions to dismiss, motions for judgment on the pleadings, motions for summary judgment) unless the standard is contested.
7. **Exhibits to Motion Papers.** Exhibits to motion papers shall be filed via ECF as attachments/exhibits to the motion or response to which they pertain. That is, they shall be filed as separate documents but in a single docket entry.
8. **Filing of Depositions in Support of Motions.** If a party cites to a deposition in any motion or memoranda, the party must ensure that the entire deposition is filed via ECF. If a deposition contains sealed material, the deposition shall be filed under seal.
9. **Proposed Orders.** Proposed orders are not required unless specifically requested by the Court. If requested, a proposed order shall be filed as a proposed order and shall also be e-mailed in Word format to [Morrison\\_Chambers@ohsd.uscourts.gov](mailto:Morrison_Chambers@ohsd.uscourts.gov). The e-mail shall reference the case number.
10. **Page Limitations on Reply Briefs.** Reply briefs are intended to allow the moving party to respond to a response filed in opposition to a motion. Reply briefs shall not unnecessarily repeat content from the original motion. Reply briefs shall not exceed ten pages.
11. **Motions to Strike.** The Court disfavors motions to strike. In any event, motions to strike shall address a pleading for the reasons set forth in Federal Rule of Civil Procedure 12(f).
12. **Court Correspondence.** “Letters or e-mails to the Court are not permitted unless (1) requested by the court in a specific matter, or (2) advising the court of the settlement of a pending matter. All other written communications must be by way of formal motion or memorandum submitted in compliance with the [S.D. Ohio Civil Rules].” S.D. Ohio Civ. R. 7.2(c).

### 13. Dos and Don'ts.

- Do be on time and be prepared.
- Do stipulate undisputed matters unless you have a good faith basis not to do so.
- Do apologize when appropriate.
- Do abide by the Golden Rule: “Do unto others as you would have them do unto you.”
- Do maintain a healthy sense of humor.
- Do treat the Court with courtesy and respect—stand when addressing the Court, and say “Your Honor.”
- Do treat opposing counsel with courtesy and respect.
- Do treat Court personnel with courtesy and respect (*e.g.*, the court security officers, the courtroom deputy, the clerks, the court reporter, clerk’s office personnel). They are part of the administration of justice.
- Do be careful what you say about the Court outside the courtroom.
- Do preserve your independence—advise against and refuse to undertake unreasonable actions.
- Do promote settlement and alternative dispute resolution.
- Do make personal courtesy and professional integrity the hallmarks of your advocacy.
- Don’t abuse discovery by using it to harass or increase costs.
- Don’t obstruct or unnecessarily oppose discovery.
- Don’t seek default or dismissal without notifying opposing counsel.
- Don’t write letters or e-mails to the Court seeking relief of any sort or legal advice of any kind.
- Don’t engage in *ex parte* communications.
- Don’t take yourself too seriously.
- Don’t seek sanctions lightly.

- Don't refuse to grant reasonable requests for extensions.
- Don't reflect the ill feelings of your clients. Be objective. Zealous advocacy does not include rude, abrasive, hostile, or patronizing behavior.
- Don't ask irrelevant questions to embarrass, degrade, or intimidate a witness.

**14. Law Clerk Case Assignment.** Counsel, and litigants representing themselves, should also be advised of the division of responsibility among the Court's clerks. Clerks are responsible for civil and criminal cases ending in particular docket numbers. For cases ending in "0," the second to last digit controls. For related cases, the last digit of the first-filed case controls.

Judge Morrison's current clerks are:

<b>Name</b>	<b>Docket Numbers</b>	<b>Phone Number</b>
Jhay Spottswood	1/2/3	614-719-3307
Katie Berger	4/5/6	614-719-3303
Michalea Delaveris	7/8/9	614-719-3304

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