

**CHAMBERS PROCEDURES**  
**FOR**  
**JUDGE BERNARD M. JONES**

**I. Introduction**

In addition to the procedures set forth below, I expect counsel and pro se parties to comply with the federal and local rules of procedure, the Electronic Filing Policies and Procedures Manual, District Court's General Orders, and any other information available on the District Court's website ([www.okwd.uscourts.gov](http://www.okwd.uscourts.gov)). For pro se parties, this includes the Pro Se Guide available on the website. All counsel should pay close attention to the requirements for entries of appearance and disclosure statements.

**II. Communication protocols**

All requests made of the Court, or notifications regarding a case, shall be made in writing and filed in the proper manner. Telephone communication will not suffice. If a procedural question must be raised, you should contact Courtroom Deputy D. Wayne Lee at 405-609-5042 or [D\\_Wayne\\_Lee@okwd.uscourts.gov](mailto:D_Wayne_Lee@okwd.uscourts.gov).

**III. Discovery matters in civil cases**

As a general matter, I expect the parties to resolve discovery disputes without the Court's intervention and I will not hesitate to award attorney fees or impose other sanctions if I find that discovery disputes have unnecessarily wasted judicial resources. I strictly adhere to the requirements of the federal and local rules that counsel personally meet and confer in good faith to resolve discovery disputes without court involvement. If I do set a hearing for a discovery dispute, I may require counsel to meet and confer again prior the hearing.

**IV. Scheduling in civil cases**

The interval between the deadline for dispositive and *Daubert* motions and the trial docket is relatively inflexible, and you should not assume that a motion to extend a deadline – or the time for responding to such a motion – will be granted. You must make a strong showing and mere failure to do your discovery earlier in the case usually will not justify an extension. Additionally, any extension of deadlines related to such motions will likely also postpone the trial docket, perhaps significantly, regardless of whether that was requested.

**V. Settlement conferences**

I strongly encourage mediation as a cost-effective means of resolving disputes at a relatively early pretrial stage as it gives the parties an opportunity to make a serious attempt to settle the case at a significantly earlier stage than the late stage at which judicial settlement conferences are usually scheduled.

The judicial settlement conference, if one is held, shall be attended by lead trial counsel. If lead counsel does not have full settlement authority, a party or representative with full settlement authority must also attend. Do not plan to proceed as lead counsel at trial if you did not attend the settlement conference.

**VI. Proposed orders**

The font for all proposed orders shall be Times New Roman, 12 point, and fully justified.

Thank you for your cooperation.

**BERNARD M. JONES  
UNITED STATES DISTRICT JUDGE**