

United States District Judge

Carol E. Jackson

Courtroom 14N

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Case Management Team

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Requirements

INFORMATION FOR ATTORNEYS AND LITIGANTS

LOCAL RULES

Many of the mistakes that lawyers make result from their failure to follow the [Local Rules](#). If a document is struck from the record or has to be revised because of a Local Rule violation, you have wasted your client's time and money (not to mention annoying the judge). Also, failure to follow the Local Rules may result in your having to pay jury costs or the expenses of the U.S. Marshal for transporting a defendant to court. So, **READ THE LOCAL RULES.**

CHAMBERS STAFF AND CASE MANAGEMENT TEAM

My chambers staff consists of three law clerks. I do not have a judicial assistant/secretary. I often ask my law clerks to contact the attorneys handling the cases assigned to me. Because they are acting at my direction, you should respond to them in the same way that you would respond to me. Also, you should always remember that my law clerks do not have authority to grant motions or other requests that you make. They

also are not authorized to give legal or strategic advice to you.

My case management team is located in the Clerk's Office. The team is responsible for handling issues relating to CM/ECF, [courtroom equipment](#), exhibits and jurors, and all other case administration matters. The case management team does not schedule hearings, trials or other events on my calendar.

COMMUNICATING WITH THE COURT

Unless I have specifically requested it, please do not send me copies of your correspondence with opposing counsel, your client or anyone else.

Individuals who are parties to civil or criminal litigation (whether represented by an attorney or not) should not send letters, pleadings or other documents to me directly. All such documents should be sent to the Clerk's Office for appropriate handling. The party's name and the case number should be clearly marked on the document.

MOTIONS AND PROPOSED ORDERS IN CIVIL AND CRIMINAL CASES

A. Motions to Continue Trial Date

All motions to continue must be in writing. The reason(s) for requesting a continuance should be included in the motion. The fact that the request is "by consent of the parties," or that this is the "first setting," or that the defendant has executed a Speedy Trial Act waiver will not alone suffice as a reason to continue the trial.

If your continuance request is based on a conflict with a scheduled appearance in another court, you should describe the efforts you made to resolve the conflict with the other court before filing the motion. Regardless of the reason for your motion to continue, you should file it as soon as it is appropriate to do so. **Motions to continue (based on reasons other than illness or death) that are filed close to the trial date are disfavored.**

If the trial is to be re-scheduled, I will set a new date based on my availability. I do make efforts to accommodate the lawyers' schedules, but it is not always possible to do so.

B. Motions for Extension of Time, Motions for Leave to File, etc.

These types of motions must also be in writing. It is helpful to know whether or not the motion is by consent or will not be opposed. You are likely to get a quicker ruling on the motion if I know that it's not necessary to wait for a response. Also, if you are asking for an extension, please let me know how much additional time you are requesting. This, however, will not guarantee that the amount of time you ask for will be granted.

C. Proposed Orders/Judgments

I do not require parties to provide a proposed order with respect to routine motions.

There are, however, occasions when the parties deem it appropriate to submit a proposed order that they have jointly drafted (*e.g.*, protective order, consent judgment, etc.). These proposed orders are typically

attached to a motion and are filed in PDF format. If a proposed order/judgment is submitted in this manner, the parties should e-mail a copy of it in a word processing format to the following address:

MOED_Proposed_Orders@moed.uscourts.gov.

Please include in the subject line of the e-mail the case number (including the judge's initials) and the title of the document that is attached.

SCHEDULING COURTROOM PROCEEDINGS

Criminal Cases

A defendant who wishes to plead guilty may do so on the date and at the time scheduled for the trial. You should refrain from asking for a different date/time unless you have a compelling reason to do so. However, any request for a change of the date/time must be made in writing----**do not call chambers or the case management team for this.**

A copy of the guilty plea agreement/stipulation of facts must be submitted to me at least one day before the change of plea hearing. You may deliver the copy to chambers, either in person or by fax. **I will not accept a guilty plea without a written stipulation that is in compliance with the July 19, 2006 Administrative Order of the court and Section 6B1.4 of the United States Sentencing Guidelines.**

Waivers of indictment (in cases where there is no pending indictment) may be scheduled by calling my chambers.

Civil Cases

The Case Management Order will set forth the time for the start of the trial. Although the order may designate a time in the morning, it is possible that a jury panel will not be available until the afternoon. Unless you are specifically told otherwise, you are expected to be in court at the time set forth in the Case Management Order.

COURTROOM DECORUM

Counsel should discuss with their clients and witnesses acceptable clothing to wear to court. Clothing that is deemed inappropriate----including, but not limited to, shorts, flip-flop shoes, and shirts bearing obscene or offensive words or images----will not be allowed.

The presence of children under twelve (12) years old is strongly discouraged, unless they are victims, witnesses or their presence is required for some other reason. **Infants will not be allowed in the courtroom.**