

**United States District Judge
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JUDGE'S REQUIREMENTS (Revised July 29, 2026)

Parties are ordered to comply with the following Requirements.

Parties are on notice that failure to comply with these Requirements may result in sanctions against a party or counsel.

1. Local and Federal Rules

Many answers to frequently asked questions are contained in the [Local Rules](#) of the United States District Court for the [Eastern District of Missouri](#), the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the Federal Rules of Evidence. Counsel are expected to know those rules and to follow them.

2. Self-represented Litigants

Pro se, or self-represented, litigants are expected to follow the Federal Rules of Civil Procedure, the Court's Local Rules, and these Requirements. The Court encourages self-represented litigants to consult the Court's website for additional information and resources: <https://www.moed.uscourts.gov/self-represented-litigants-srl>.

3. Rule 16 Conferences in Civil Cases

The Court typically sets Rule 16 conferences after all defendants have filed a responsive pleading. If the parties believe a conference should be held sooner, they should contact chambers to request an expedited conference.

Absent truly exceptional circumstances, lead counsel must appear in person for the Rule 16 conference. All attending counsel should be prepared to discuss the facts of the case and all other matters set out in the parties' joint scheduling plan.

4. Case Management Orders in Civil and Criminal Cases

Counsel should consult the Case Management Order (CMO) and refer to it throughout the case. If a party seeks to amend part of the CMO that cannot be amended by stipulation of the parties, *see* Fed. R. Civ. P. 29, that party must file a motion to amend the CMO **before** the applicable deadline. The moving party should solicit the consent of all other parties and include the term "unopposed" or "consent" in both the body and the title of the motion, as appropriate.

5. Sealed Documents

Local Rule 13.05 governs the filing of sealed documents in both civil and criminal cases. The public generally has a right to access documents filed with the Court, meaning the Court strongly prefers redaction of documents rather than sealing of documents. Counsel should review Local Rule 13.05 carefully before submitting a proposed protective order or filing a motion for leave to file a document under seal. The Court will deny proposed protective orders and motions that fail to comply with Local Rule 13.05 or these Requirements.

The Court expects counsel to provide a sufficient legal and factual basis to justify any sealing request. *See, e.g., IDT Corp. v. eBay*, 709 F.3d 1220 (8th Cir. 2013); *Flynt v. Lombardi*, 885 F.3d 508 (8th Cir. 2018); *Kaiser v. St. Luke's Episcopal-Presbyterian Hosp., Inc.*, No. 4:24-cv-00786-MAL (E.D. Mo. Oct. 20, 2025).

6. Protective Orders

In civil cases, a proposed protective order that addresses filing materials under seal must comply with Local Rule 13.05, including the requirements of Local Rule 13.05 that parties must request leave of Court to file documents under seal and that a protective order must provide for lifting the seal at the conclusion of the case. A proposed protective order that addresses discovery disputes must expressly require compliance with the procedures set forth in Requirement No. 7, below.

7. Discovery Disputes

The Court urges parties to negotiate resolutions to discovery disputes among themselves. If agreement on a discovery dispute cannot be reached, the parties to the dispute (including any party, non-party, or third-party served with a subpoena) must comply with the requirements set forth in Local Rule 3.04 before filing any discovery-related motion or memorandum. Any motion or memorandum that fails to comply with Local Rule 3.04 or these Requirements will be denied.

Local Rule 3.04 requires parties to meet and confer in good faith to resolve any discovery dispute. Letters, e-mails, or text messages do not fulfill the meet-and-confer requirement. If the parties are unable to resolve their dispute without court intervention, they must **jointly** file with the Clerk of Court a single memorandum requesting a conference with the Court. The memorandum must specify the parties' attempts to achieve a resolution, concisely describe (*e.g.*, in bullet points) the issue(s) in dispute, and **not exceed three (3) pages in length**.

Lead counsel and/or counsel with authority to resolve any discovery dispute must appear in person for any discovery conference with the Court. All attending counsel must be prepared to discuss the facts of the case, the discovery dispute, resolution of the discovery dispute and all other matters set out in the parties' joint memorandum.

In cases with incarcerated *pro se* litigants, the Court expects the parties to confer only in writing before filing a discovery-related motion or memorandum. Unlike in other cases, discovery-related motions or memoranda are permitted without requesting a discovery conference with the Court.

8. Alternative Dispute Resolution (ADR)

Parties are encouraged to undertake settlement negotiations at the earliest practicable point in the litigation. The Court will refer most civil cases to ADR. Most ADR referrals are for a roughly 60-day period. Plaintiff's counsel will be designated as lead counsel for purposes of coordinating ADR. Lead counsel must work with opposing counsel to select a neutral. Counsel should consult the Court's website for general information regarding ADR, which includes a list of court-certified neutrals: <https://www.moed.uscourts.gov/alternative-dispute-resolution-adr>.

The parties must immediately notify the Court upon reaching a settlement.

9. Motions and Memoranda

All motions and memoranda must comply with Local Rule 4.01 and the procedures outlined in these Requirements.

Citations to the record must be consistent, easily understood, and—whenever possible—include a CM/ECF docket entry number. The Court will not search the electronic record for evidence to support a proposition for which the citation is insufficient. When filing numerous exhibits, after a CM/ECF docket entry number is assigned, the filing party should file an “Exhibit Key,” identifying the docket entry at which each exhibit appears (*e.g.*, “Exhibit AA appears at Doc. [22-27].”).

Duplicative filings are prohibited. For example, if three defendants intend to move for summary judgment on the same or similar grounds, their counsel must coordinate to file a single motion for summary judgment, memorandum in support, and statement of uncontroverted material facts. This coordination requirement does not apply to parties represented by different counsel, but parties and their respective counsel are encouraged to coordinate in this way.

10. Unopposed Motions

A joint, unopposed, or consent motion should be identified as such in both the body of the motion and its title in CM/ECF.

11. Extensions of Time

A party seeking an extension of time should confer with all other parties and note their positions in the body of the motion. The title of a motion seeking an extension should indicate if there have been prior requests, *e.g.*, “Third Request for an Extension.” A motion for an extension of time must cite and apply the applicable legal standard; consent of the parties alone is not sufficient. *See, e.g.*, Fed. R. Civ. P. 6(b); Fed. R. Crim. P. 45(b).

12. Motions to Withdraw

Any motion to withdraw as counsel that will leave an individual unrepresented should be supported by an affidavit documenting the individual’s consent. If the individual does not consent, then the attorney seeking to withdraw should request an *ex parte* hearing on the motion.

13. Electronic Filing

Counsel should convert any document generated by word processing to a .pdf document by printing or publishing to .pdf, not by manually scanning a paper copy. The former method generates searchable optical character recognition (OCR) text; the latter does not.

14. Courtroom Rules

- a) **Advocates are expected to be thoroughly prepared for every proceeding. Counsel must make clients and witnesses aware of all courtroom rules.**
- b) At all times, parties and advocates are expected to treat each other, Court personnel, and witnesses professionally and courteously. Everyone in the courtroom must be dressed appropriately for court.
- c) Upon arrival, lead counsel should report to the Courtroom Deputy and introduce additional counsel, support staff, and parties. No advocate may speak in Court unless he or she has entered an appearance in the case.
- d) Photographs, audio/video recordings, and broadcasting are prohibited in the courtroom. Laptops and tablets are not allowed except at counsel tables.

- e) No one may eat, drink (except water), chew gum, or wear any audible device. **Cell phones and other electronic devices must be turned off and may not be used during a court proceeding unless specifically authorized in advance.**
- f) Everyone must stand when the judge or jury enters or exits the courtroom.
- g) When speaking, counsel must stand and speak into a microphone at the lectern.

15. Use of Artificial Intelligence and Rule 11 Sanctions

By presenting to the Court any pleading, written motion, or other paper – whether by signing, filing, submitting, or later advocating it – self-represented parties and attorneys acknowledge they will be held responsible for its contents, **including any portion generated with artificial intelligence (AI).** *See* Fed. R. Civ. P. 11(b).

Attorneys and self-represented parties alike must exercise great caution in submitting any AI-generated material in pleadings before the Court. Use of AI without verification of its accuracy, like any other shoddy research method, implicates Federal Rule of Civil Procedure 11, which prohibits the filing of frivolous or unsupported pleadings and sanctions violations.

Attorneys and self-represented parties are therefore on notice that any pleading or form document (AI generated or not) that hallucinates legal citations or propositions or otherwise misstates the law, is not properly reviewed or completed by the filer, or that has not been subjected to an inquiry reasonable under the circumstances pursuant to Rule 11, **will result in the imposition of sanctions.**

Failure to comply with any part of these Requirements may result in the imposition of sanctions, including but not limited to non-monetary directives, an order to pay a penalty into court, an award of reasonable attorney’s fees and expenses, striking pleadings, dismissal of the action, entry of default judgment, and restrictions on the admissibility of evidence. *See* Local Rule 5.04.

16. Additional Sources of Information

- [E.D.Mo. Local Rules](#)
- [The Federal Rules of Civil Procedure](#)
- [The Federal Rules of Evidence](#)
- [The Federal Judiciary Homepage](#)
- [The Federal Judicial Center](#)
- [The U.S. Sentencing Commission](#)