

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MISSOURI

IN RE:
JUDGE MENSAH'S CIVIL CASE
MANAGEMENT PROCEDURES
DURING COVID-19 RESPONSE

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STANDING ORDER

The Court continues to evaluate its response to the spread of the COVID-19 virus, and recognizes the need to accommodate extenuating circumstances to assist in the effective administration of cases during this period of national emergency. I enter this Standing Order for all civil cases on my docket, with the exception of habeas corpus cases and social security cases, to facilitate case management and the effective administration of justice during this public health crisis. Until further notice, the following rules shall apply in this case:

1. All parties should frequently check the Court's website (www.moed.uscourts.gov) and follow the Court on Twitter (@USCourtsMOED) for the latest announcements.
2. To the greatest extent possible, all hearings and conferences will be conducted by telephone or video conference (where available). When participating in a telephone conference, please follow the following protocols whenever possible:
 - a. Announce your name each time you begin speaking.
 - b. Whenever possible, avoid using speakerphones, and instead use the handset or headset.
 - c. If you must use a speakerphone, position yourself close to the microphone and speak into the microphone.
 - d. When possible, use landline phones.
 - e. Mute your line when you are not speaking.
 - f. Avoid talking over others.
 - g. Wait until the current speaker finishes talking before you begin to speak.
3. Unless I enter an order to the contrary, all deadlines in this case remain in effect.
4. I recognize that the current national response to COVID-19 may result in the need for parties to request continuances or other relief. Parties requesting relief must file a motion specifying the relief requested, and I will rule promptly on that motion. Parties must

consult with opposing parties before filing any motion for relief under this paragraph, and such motions should be filed by consent whenever possible.

5. I encourage the parties to continue moving their cases forward to the greatest extent possible while following the proper health authorities' COVID-19-response directives. I encourage the parties to use all available technologies to accomplish this goal, including, but not limited to, telephone and videoconference depositions.
6. On my own motion, I hereby grant all parties in all civil cases leave to conduct depositions by telephone or other remote means. *See* Fed. R. Civ. P. 30(b)(4). I will entertain motions for other accommodations for depositions or other matters to facilitate moving cases forward.
7. My chambers staff are working remotely for the time being. If you call chambers, please leave a voice message, and we will respond as soon as possible.
8. By General Order, the Court suspended all requirements related to in-person participation in Alternative Dispute Resolution under Local Rule 6.02(C) to allow for ADR to take place by any remote means agreed upon by the parties. *See* In Re: Civil Case Operations Due to COVID-19 Response (March 18, 2020), available on the Court's website. I encourage counsel, the parties, and mediators to think creatively about how best to conduct mediations using available technology.
9. Until further notice, please do not deliver any physical courtesy copies to chambers or the courthouse. Instead, please deliver courtesy copies in Microsoft Word or PDF form to my chambers email: MOEDml_Mensah@moed.uscourts.gov.
10. Neither this Standing Order nor any General Order of the Court affects any statute of limitations, or any rights or deadlines concerning any appeal from any decision. Any party seeking to extend the deadline for filing a notice of appeal must timely file a motion under Rule 4(a)(5)(A) of the Federal Rules of Appellate Procedure.



SHIRLEY PADMORE MENSAH
UNITED STATES MAGISTRATE JUDGE

Dated this 9th day of April, 2020.