



LOCAL CRIMINAL RULES

for the

UNITED STATES DISTRICT COURT

DISTRICT OF SOUTH CAROLINA

(with revisions through July 17, 2019*)

*Local Criminal Rules published on July 17, 2019, are hereby replaced on November 23, 2020, to correct clerical errors that occurred at original publication.

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SCOPE AND CITATION OF LOCAL CRIMINAL RULES

1.01: *Scope.* These local criminal rules of practice shall govern the conduct of the United States District Court for the District of South Carolina, except when the conduct of this court is governed by federal statutes and rules. These rules shall be cited as follows: “Local Crim. Rule ____ (D.S.C.)” Local criminal rule numbers correspond to the Federal Rules of Criminal Procedure.

1.02: *Suspension or Modification.* For good cause shown in a particular case, the court may suspend or modify any local criminal rule.

1.03: *Format Requirements for Filed Documents.* The following format is required for all pleadings, motions, and supporting memoranda:

- (A) Minimum one-inch margins on all sides.
- (B) Times New Roman, Arial, or Courier New.
- (C) Minimum 12-point type for caption, text, and footnotes.
- (D) Only page numbers and document identification footers may appear in margins or smaller than 12-point type.
- (E) Double-space text except in indented quotations and footnotes.

1.04: *Duties of the Clerk of Court.* Duties assigned or authority given to the clerk of court by these rules may be performed or exercised by the clerk of court or his or her designee(s).

MOTION PRACTICE

12.01: *Filing of Motions.* All motions in criminal cases shall be filed with the court. When possible, related motions should be consolidated into a single filing.

12.02: *Consultation Before Filing Motions.* Attorneys are encouraged to consult before filing motions in an effort to resolve the issues in dispute.

12.03: *Supporting Memoranda.* Unless otherwise directed by the court, a supporting memorandum is not required if a full explanation of the motion is contained within the motion and a memorandum would serve no useful purpose. Where appropriate, motions shall be accompanied by affidavits or other supporting documents.

12.04: *Form and Content of Memoranda.*

(A) A memorandum shall contain the following:

- (1) A concise summary of the nature of the case.
- (2) A concise statement of the facts that pertain to the matter before the court.
- (3) The argument (brevity is expected) relating to the matter before the court for ruling with citation to authority relevant to the motion.

(B) Unless an exception is granted by the court, no memorandum shall exceed:

- (1) 35 double-spaced pages, in the case of an initial brief of any party.
- (2) 15 double-spaced pages, in the case of any reply (*see* Local Civ. Rule 7.07 (D.S.C.)).

The page limitation is exclusive of affidavits, supporting documentation, and copies of authority that may be attached.

12.05: *Responses to Motions.* Any memorandum or response of an opposing party must be filed with the clerk of court as soon as possible but not later than the earlier of fourteen (14) days after service of the motion or one full business day prior to the pretrial conference, unless the court imposes a different deadline.

12.06: *Hearings on Motions*. Hearings on motions may be ordered by the court in its discretion. Unless so ordered, motions may be determined without a hearing.

12.07: *Sanctions on Motions*. Where the court finds that a motion is frivolous, filed for delay, or not in compliance with the provisions of these rules, the court may, in its discretion, impose sanctions, monetary or otherwise, against the party or counsel who filed the motion.

DISCOVERY MOTIONS

16.01: [Prior rule deleted (“Motion to Compel Discovery”) – not applicable to criminal proceedings.]

16.02: [Prior rule deleted (“Motion for Enlargement or Shortening of Time; Extension of Discovery”) – not applicable to criminal proceedings.]

TIME

17.01: *Time of Issuance of Subpoenas in Criminal Cases*. Subpoenas for witnesses in criminal cases shall be delivered to the marshal or other person qualified by Fed. R. Crim. P. 17(d) to make service at least fourteen (14) days prior to the Monday of the week in which the case is set for trial or hearing unless otherwise ordered by the court. The failure of the marshal or other qualified person to serve a subpoena not delivered within the time period shall not constitute sufficient cause for a continuance.

TRIAL PROCEDURE

26.01: *Examination of Witness.* One attorney for each party shall examine or cross-examine a witness. During examination in open court, the examining attorney shall stand.

26.02: *Scope of Redirect.* Redirect examination shall be limited only to new matters brought out on cross-examination.

26.03: *Excusing Witnesses.* Witnesses are automatically excused when they step off the witness stand, unless one of the parties objects.

26.04: *Pretrial Submissions.*

- (A) Examination of Jurors. The court shall conduct the examination of prospective jurors. All proposed voir dire questions must be submitted for the court's review seven (7) days prior to the selection of the jury. Copies of the requests for voir dire shall be served on opposing counsel. *See* Local Civ. Rules (D.S.C.) for other jury selection procedure.
- (B) Jury Instructions. All proposed jury instructions must be submitted for the court's review seven (7) days prior to the beginning of trial. Copies of the government's proposed jury instructions shall be served on opposing counsel. Proposed jury instructions from the defense are to be held *in camera* until all testimony is concluded.
- (C) Sanctions for Noncompliance. The court may, in its discretion, impose a monetary or other sanction on counsel or the party in lieu of imposing the penalty of waiver.

CLOSING ARGUMENTS

29.01: *Closing Argument of Counsel.* Fed. R. Crim. P. 29.1 governs closing in criminal cases. The time allowed for argument shall be limited as the court deems appropriate.

TIME COMPUTATION

45.01: *Time Computation.* The time computation rules of Fed. R. Crim. P. 45 apply to these rules.

RELEASE FROM CUSTODY

46.01: *Security*. Unless a personal recognizance or an unsecured bond is authorized for a defendant or a material witness, every bond shall be secured by either cash, negotiable United States Government securities, trust receipts issued in favor of the United States by the trust department of a national bank or a state bank that is a member of the Federal Reserve System, or one or more approved sureties (not exceeding three for any defendant unless the court approves a higher number). The court will not accept a pledge of personal property.

46.02: *Corporate Surety*. Only a corporate surety in good standing with the United States Treasury Department and which has designated a resident agent in the District of South Carolina as required by statute is acceptable as a surety on a bond for a defendant (or a material witness). If any corporate surety fails to pay a forfeiture on a bond ordered by the court, upon proper notice to that surety and opportunity for it to be heard as to why it has failed to pay a forfeiture decreed, the court may order the clerk to strike its name from the list of approved corporate sureties eligible to execute bonds to be performed in the District of South Carolina and to notify the Secretary of Treasury of such action. Information regarding approved sureties can be obtained by contacting the clerk of court.

46.03: *Disclosure of Interest*. In every corporate surety bond proffered for filing in a criminal case in the District of South Carolina, the court requires the attorney-in-fact who executes the bond on behalf of the corporate surety to disclose under oath the identity of the premium payor. In any case where the bond exceeds fifty thousand dollars (\$50,000), whether the surety is a corporation or an individual, the attorney-in-fact or individual surety must disclose the details of any collateral pledged to the surety to induce issuance of the bond and the details of any agreement to indemnify the surety should bond forfeiture be ordered.

46.04: *Use of Real Property as Security*. Whenever real estate is proposed to be used as security by an individual surety, such individual must demonstrate by satisfactory evidence that the unencumbered equity in such property is sufficient in amount to secure the bond. Such individual surety must agree to place a lien on the proffered real property. When the amount of the bond is more than twenty-five thousand dollars (\$25,000), the court may require, in its discretion, independent appraisal to confirm the value of the property offered as collateral. In no event will an individual who seeks to justify as surety exclusively on the basis of real property be approved for an amount in excess of seventy-five percent (75%) of the equity in the property.

46.05: [Prior rule deleted (“Use of Personal Property as Security”) – substance incorporated in Local Crim. Rule 46.01 (D.S.C.) above.]

46.06: *Prohibited Sureties*. Bail bondsmen who are authorized to write bonds in the state courts of South Carolina are not by such authorization eligible to serve as sureties in this court. No bondsman or local bonding company will be approved as a surety unless the standards

required of all corporate and individual sureties as specified by federal statutes, Fed. R. Crim. P. 46, and these rules are met. Members of the bar and their spouses, officers and employees of this court, and officers and employees of the United States Marshals Service are prohibited from acting as a surety unless the court, by a special order that is filed as a public record, creates an exception based on the financial need of a particular defendant or material witness.

46.07: *Forfeiture of Collateral*. Pursuant to Fed. R. Crim. P. 58, payment of a fixed sum may be accepted as to certain misdemeanor or petty offenses. Those offenses and corresponding forfeitures are set out in this district's standing Collateral Forfeiture Order, which can be obtained from the clerk of court. The amount of collateral to be forfeited may be increased if the defendant fails to timely respond.

FILING

49.01: *Filing Documents Under Seal*. The following procedures are mandatory and apply to any request to file documents under seal. Failure to follow the procedures set forth below shall result in summary denial of any request or attempt to seal filed documents. Nothing in this rule limits the ability of the parties, by agreement or order, to restrict access to documents that are not filed with the court.

(A) Pre-authorized filing under seal.

- (1) If a governing rule, statute, or order provides for filing documents under seal, the party filing such documents shall designate in the caption that the document is to be filed under seal and shall identify the rule, statute, or order that authorizes the filing under seal.¹ If the party is relying on an order not entered in the case at issue, a copy of that order shall be attached.
- (2) *Ex parte* applications for subpoenas under Fed. R. Crim. P. 17(b) are subject to the automatic sealing provisions under the procedures of the preceding paragraph.

(B) In all other cases, counsel shall follow the rules set out below:

- (1) A party seeking to file documents under seal shall file and serve a “Motion to Seal” accompanied by a memorandum and the attachments set forth below in subparagraphs (2) and (3). The memorandum shall (a) identify, with specificity, the documents or portions thereof for which sealing is requested; (b) state the reasons why sealing is necessary; (c) explain (for each document or group of documents) why less drastic alternatives to sealing will not afford adequate protection; and (d) address the factors governing sealing of documents reflected in controlling case law. *E.g.*, *Ashcroft v. Conoco, Inc.*, 218 F.3d 288, 302 (4th Cir. 2000); *In re Knight Publ’g Co.*, 743 F.2d 231, 235 (4th Cir. 1984).

¹ A number of criminal rules and statutes require or authorize filing under seal. These include but are not limited to (1) Fed. R. Crim. P. 6(e) (concerning material relating to grand jury proceedings or investigations); (2) 18 U.S.C. § 2510 *et seq.* (dealing with court-approved electronic surveillance); (3) 18 U.S.C. app. 3 §§1-16 (Classified Information Procedures Act, or “CIPA”); (4) 50 U.S.C. § 1801 *et seq.* (Foreign Intelligence Surveillance Act or “FISA”).

- (2) The motion shall be accompanied by (a) a non-confidential descriptive index of the documents at issue and (b) counsel's certification of compliance with this rule.
- (3) A separately sealed attachment labeled "Confidential Information to be Submitted to Court in Connection with Motion to Seal" shall be submitted with the motion. The sealed attachment shall contain the documents at issue for the court's *in camera* review and shall not be filed. The court's docket shall reflect that the motion and memorandum were filed and were supported by a sealed attachment submitted for *in camera* review.
- (4) The clerk of court shall provide public notice of the motion to seal in the manner directed by the court. Absent direction to the contrary, this may be accomplished by docketing the motion in a manner that discloses its nature as a motion to seal.

49.02: *Filing Documents by Electronic Means.* Documents may be filed, signed, and verified by electronic means to the extent and manner authorized by the court's Electronic Case Filing Policies and Procedures Manual and other related user manuals. A document filed by electronic means in compliance with this rule constitutes a written document for the purposes of applying these local rules, the Federal Rules of Civil Procedure, and the Federal Rules of Criminal Procedure.

49.03: *Service of Documents by Electronic Means by Unrepresented Persons.* A person not represented by an attorney may not serve documents by electronic means unless provided and authorized by the court's ECF Policies and Procedures Manual and other related user manuals.

RULES BY DISTRICT COURTS

57.I.01: *Attorney Admissions and Discipline.* Rules for the admission of attorneys are set forth in Local Civ. Rule 83.I.01 - 83.I.07 (D.S.C.). The rules for attorney disciplinary matters are set forth in Local Civ. Rule 83.I.08 (D.S.C.). The local civil rules as to these subject matters are equally applicable to attorneys handling criminal matters in the District of South Carolina with the additional qualification requirements set forth in Local Crim. Rule 57.I.02 (D.S.C.).

57.I.02: *Additional Requirements to Appear in Criminal Matters.* In addition to the requirements for admission set forth in Local Civ. Rule 83.I.03(B) (D.S.C.), an attorney should be familiar with the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, these local criminal rules, the Bail Reform Act (18 U.S.C. § 3141 *et seq.*), the Speedy Trial Act (18 U.S.C. § 3161), and the United States Sentencing Commission Sentencing Guidelines, as well as the relevant substantive areas of law before undertaking representation in a criminal matter.

57.I.03: *Appointment in Criminal Matters.*

- (A) In order to be eligible for appointment to represent criminal defendants in the District of South Carolina, counsel must be approved by the court after completion of proper application and review by the Criminal Justice Act Committee. Application forms may be obtained from the clerk of court. *See* 18 U.S.C. § 3006A (Criminal Justice Act).
- (B) In order to be considered for appointment in capital matters in the District of South Carolina, counsel must file a separate application and be approved by the court. Application forms may be obtained from the clerk of court. Under extraordinary circumstances, the court may waive requirements of this rule for a specific case. *See* 18 U.S.C. § 3005 (setting forth requirements for capital case appointments).

57.II.01: *Fair Trial Directives: Court Personnel.* All court supporting personnel, including, but not limited to, marshals, deputy marshals, court clerks and office personnel, probation officers and office personnel, bailiffs, court reporters and employees or subcontractors retained by the court or the marshal, and the judges' office personnel, are prohibited from disclosing to any person, without authorization by the court, information relating to a pending grand jury proceeding or criminal case that is not part of the public records of the court. Further, all such personnel are forbidden to divulge any information concerning grand jury proceedings, *in camera* arguments, and hearings held in chambers or otherwise outside the presence of the public.

57.II.02: *Fair Trial Directives: Attorneys.*

[Deleted effective January 24, 2012. See Local Civ. Rule 83.I.08 (D.S.C.), RDE IV.B (adopting South Carolina Rules of Professional Conduct except as otherwise provided); South Carolina Rule of Professional Conduct 3.6 (“Trial Publicity”).]

57.II.03: *Fair Trial Directives: Copies of Public Records.* The provisions of Local Civ. Rule 83.III.03 (D.S.C.) (“Copies of Public Records”) shall apply with equal force in criminal proceedings.

57.II.04: *Fair Trial Directives: Conduct of Judicial Proceedings.* The provisions of Local Civ. Rule 83.III.04 (D.S.C.) (allowing special case-specific orders) shall apply with equal force in criminal proceedings.

57.II.05: *Fair Trial Directives: Photographing and Reproducing Court Proceedings.* The provisions of Local Civ. Rule 83.III.05 (D.S.C.) (“Photography and Reproducing Court Proceedings”) shall apply with equal force in criminal proceedings.

57.III.01: [Prior rule deleted (“Opening Statement”) – federal rules/statutes control.]

57.IV.01: [Prior rule deleted (“Petition for Attorney's Fees”) – federal rules/statutes control.]

57.V.01: *Prompt Disposition of Criminal Cases.* The Plan for Achieving Prompt Disposition of Criminal Cases adopted by judges for this district can be obtained from the clerk of court.

57.VI.01: *Requests for Federal Custody.* If custody of a defendant awaiting trial in this district is requested by another United States Court, the marshal shall not surrender custody of such defendant unless the United States district judge to whom the defendant's case has been assigned for trial or other disposition so orders after considering all relevant factors and giving such notice to interested parties as the court deems appropriate.

57.VI.02: *Requests for State Custody.* If custody of a defendant awaiting trial in this district is requested by any state authority, the marshal will only surrender custody of such defendant if authorized to do so by the United States district judge to whom the defendant's case has been assigned for trial or other disposition. In the absence of an emergency request, the authorization shall be requested by the following procedure:

- (A) The requesting state must deliver to the marshal a specific writ signed by the judge of a court of competent jurisdiction. Such writ shall include an express direction that the defendant will be promptly returned to the marshal at the state’s expense upon conclusion of the matter for which the defendant is sought. A counterpart order signed by a United States district

judge as to whether the state writ will be honored shall be submitted as well.

- (B) The marshal shall notify both the United States Attorney and the defendant's counsel of the request and allow each a period of seven (7) days in which to consent or object. The seven-day (7-day) period may be waived.
- (C) The appropriate United States district judge will determine whether the state's request will be granted, deferred, or denied. In so doing, the court shall consider the Speedy Trial Act, the Interstate Agreement on Detainers, and any other relevant factors. If the district judge determines to honor the state's request, the order shall so indicate.

57.VIII.01: *Filing of Habeas Corpus Actions.* All petitions filed by state, federal, and local prisoners seeking relief under 28 U.S.C. § 2254, 28 U.S.C. § 2241, or motion filed by federal prisoners seeking relief under 28 U.S.C. § 2255 shall be filed with the clerk of court in compliance with the instructions of the clerk of court and on the appropriate forms or forms substantially similar. The instructions and the appropriate forms can be obtained from the office of the clerk of court without charge.

ASSIGNMENT OF DUTIES TO MAGISTRATE JUDGES

58.01: *Assignment of Duties to Magistrate Judges.*

- (A) Misdemeanor Cases. The clerk of court shall assign all misdemeanor cases to the magistrate judge(s) designated for the division in which the case is brought.
- (B) Felony Cases. The clerk of court shall assign pretrial proceedings in felony cases to the magistrate judge(s) designated for the division in which the case is brought. Such pretrial proceedings shall include initial appearance, arraignment and related proceedings, and such other pretrial proceedings as are referred by the district judge.
- (C) Method of Case/Proceeding Assignment. Unless otherwise specified by order of the chief judge of the district, criminal cases shall be assigned by division as follows:
 - (1) Magistrate judge(s) in Columbia shall be assigned cases and proceedings filed in the Aiken, Columbia, Orangeburg, and Rock Hill Divisions.
 - (2) Magistrate judge(s) in Charleston shall be assigned cases and proceedings filed in the Charleston and Beaufort Divisions.
 - (3) Magistrate judge(s) in Greenville shall be assigned cases and proceedings filed in the Greenville, Spartanburg, Anderson, and Greenwood Divisions.
 - (4) Magistrate judge(s) in Florence shall be assigned cases and proceedings filed in the Florence Division.
 - (5) If there is more than one magistrate judge in a division, the cases and proceedings covered by (1) – (4) above shall be assigned to those magistrate judges on a rotational or duty basis.
 - (6) Recalled or part-time magistrate judge(s) shall be assigned cases and proceedings regardless of division as determined necessary by the chief judge of the district to meet the needs of the court.
- (D) District-Wide Jurisdiction. Nothing in this rule shall limit the district-wide jurisdiction of a magistrate judge, prohibit a district judge from

assigning a specific matter to a specific magistrate judge, or prohibit the reassignment of a specific matter between magistrate judges on the concurrence of the magistrate judges and district judge involved.

- (E) General. Nothing in these rules shall preclude the court or a district judge from reserving any proceeding for conduct by a district judge, rather than a magistrate judge. The court, moreover, may by order modify the method of assigning proceedings to a magistrate judge as changing conditions may warrant.

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