

**Introduction to Federal Practice**  
**Wednesday, May 17, 2023**  
**9:00 a.m. to 12:25 p.m.**

Carl B. Stokes U.S. Court House, Courtroom 19B  
801 West Superior Avenue, Cleveland OH

**SEMINAR AGENDA**

**8:30 Registration**

**9:00 Welcome**

**Chief Judge Patricia A. Gaughan**  
U.S. District Court, ND Ohio

**9:05 Role of the Magistrate Judge**

**Magistrate Judge Carmen E. Henderson**  
U.S. District Court, ND Ohio

*Magistrate Judge Henderson will review the role of the Magistrate Judge in the federal system and the benefits to the parties and the Court of consenting to the jurisdiction of the Magistrate Judge in civil cases.*

**9:35 Court Programs, Accessing Court Information and Electronic Filing**

**Sandy Opacich**, Clerk of Court  
**Michelle D. Sztul**, Chief Deputy Clerk

*The Clerk and Chief Deputy Clerk will provide an overview of the Court, comment on recent developments, and describe the Court programs of interest to attorneys (the Civil Pro Bono Program, the Criminal Justice Act Plan, the Federal Court Panel of ADR Neutrals and the Northern Ohio Advisory Group). They will also provide an introduction to the Court's Website and describe the electronic filing system through which all attorneys must file and receive notice of filings.*

**10:20 Break**

**10:35 Local Rules and Practice**

**Sarah Nintcheff**, Career Law Clerk to Chief Judge Patricia A. Gaughan

*The law clerk will review key Local Rules related to attorney admissions, case assignments, discovery, motion practice and Alternative Dispute Resolution, with an emphasis upon the Differentiated Case Management Plan by which the Court manages its civil docket. The law clerk will also share tips and suggestions for writing effective motions and briefs in federal court.*

**11:25 Electronic Courtrooms**

**James D. Jones**  
Courtroom Technology Coordinator  
U.S. District Court, ND Ohio

*The Court strives to provide litigants with the best facilities to conduct hearings and trials. Most courtrooms are now outfitted with electronic evidence presentation systems, video-conferencing capability, infrared headphones for hearing assistance and translation, real-time court reporting, telephone interpreting and "smart" counsel tables. This section of the program provides an overview and demonstration of these features.*

**11:45 Swearing-in Ceremony by Sandy Opacich, Clerk of Court**

*Participants who have completed the course and otherwise met the requirements of Local Rule 83.5, will be sworn in to practice in the Northern District of Ohio.*

**12:00 Mini Court House Tour**

**Jody Wilson**, Operations Specialist

*A short tour of the Carl B. Stokes U.S. Court House including a District Judge and a Magistrate Judge's courtroom and chambers, the 7th floor attorney lounge, the auditorium, the cafeteria, the court reporter offices, the Clerk's Office intake department and records room on the 1st floor and the jury/naturalization assembly area on Lower Level 1.*