

**IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF MISSOURI**

STANDING ORDER FOR CRIMINAL CASES

For all criminal cases referred to Magistrate Judge Sarah W. Hays for pretrial proceedings, the following discovery, disclosure and pretrial filing deadlines apply unless otherwise ordered by the Court.

I. DISCOVERY/DISCLOSURES PROVIDED BY THE GOVERNMENT

A. DISCOVERY

Within ten days from the date of arraignment, the government shall disclose or make available for **inspection, copying or photographing** to defense counsel the following information within the possession, custody and control of the government or the existence of which is known or by the exercise of due diligence may become known to the attorney for the government:

1. CONVICTIONS

a. A copy of the prior criminal record of the defendant, if any, which is within the possession, custody, or control of the government, the existence of which is known, or by the exercise of due diligence may become known, to the attorney for the government.

b. A written list of the defendant's prior felony convictions which the government intends to use for impeachment.

2. STATEMENTS

a. Any written or recorded statement, or copy thereof, made by the defendant which is within the possession, custody, or control of the government, the existence of which is known, or by the exercise of due diligence may become known, to the attorney for the government.

b. The substance of any oral statement made by the defendant whether before or after arrest, to an attorney for the government, a Federal agent, or any other law enforcement officer.

c. The recorded testimony of the defendant before a Grand Jury which relates to the offense charged.

3. OTHER DISCOVERY

a. Any books, papers, documents, photographs, tangible objects, buildings or places, or copies or portions thereof, which are within the possession, custody or control of the government and which are material to the preparation of the defendant's defense or are intended for use by the government as evidence in chief at the trial, or were obtained from or belong to the defendant.

b. Any results or reports of physical or mental examinations, and of scientific tests or experiments, or copies thereof, which are within the possession, custody or control of the government, the existence of which is known, or by the exercise of due diligence may become known, to the attorney for the government, and which are material to the preparation of the defense or are intended for use by the government as evidence in chief at the trial.

B. EVIDENCE ARGUABLY SUBJECT TO SUPPRESSION

1. Identify and provide a list of the physical or tangible evidence seized pursuant to a state or federal search warrant, consent of the defendant or of some other person or incident to the arrest of the defendant and as to each item described and identified provide the following:

- a. The location from which the evidence was seized;
- b. The date and time of the search and seizure;
- c. The name and address of the person(s) making the seizure;
- d. The name and address of any witness(es) to the seizures; and

e. In lieu of items (a) through (d), the government can provide all reports relating to any search and seizures within its possession, custody, and control, the existence of which is known or by the exercise of due diligence may become known to the attorney for the government.

2. Identify and list by date all electronic surveillance including any court ordered interceptions of oral or wire communications, consensual recordings of telephone conversations, body recorders, wiretaps, pen registers or trap and trace devices, video cameras, or bank surveillance cameras and provide the following:

- a. A description of the type of electronic surveillance;

- b. The location of the electronic surveillance;
- c. The date and time of the surveillance;
- d. Copies and transcripts of any recorded conversations;
- e. All videotape, including bank surveillance tapes; and
- f. All logs, notes, reports or other material relating to the electronic surveillance.

3. Disclosure of any identification procedure that has been used either by way of lineups or photographic or voice identification and for each such procedure provide the following information:

- a. The name and address of each identification witness;
- b. The method of identification;
- c. The specific items used in the identification procedure, i.e. photographs, tape recordings, etc.;
- d. The date and location of the identification procedure;
- e. The results of the identification procedure; and
- f. Notes, memorandum, reports and records regarding the identification procedure.

C. RELEVANT OFFENSE CONDUCT

Within ten days of trial¹ or a change of plea hearing, the government is directed to disclose all information in its possession on which it will rely to establish “relevant offense conduct” or to establish an upward departure under the Federal Sentencing Guidelines.

D. RULE 404(b) EVIDENCE

The government is directed to provide written notice of all prior and subsequent acts and convictions intended to prove knowledge, intent or other elements identified in Rule 404(b) of the Federal Rules of Evidence **no later than thirty days prior to trial**.

¹For purposes of this Order, the reference to “trial” means the first day of the joint criminal jury trial docket on which the case is set.

E. WITNESS INDUCEMENTS

No later than thirty days prior to trial, the government is directed to provide to defendant written disclosure of: (a) the names and address of any witness to whom the government has made a promise; (b) all promises or inducements made to any witness; (c) all agreements entered into with any witness; and (d) the amount of money or other remuneration given to any witness.

F. INFORMANTS

Unless the government has made a claim of privilege as to an informant, **no later than thirty days prior to trial**, the government is directed to provide to defendant written disclosure of: (a) the name and address of any informant; (b) all promises or inducements to any informant; (c) all agreements entered into with any informant; (d) the amount of money or other remuneration given to any informant; (e) identification of the informant's prior testimony; (f) evidence of psychiatric treatment; (g) evidence of the informant's narcotic habit; and (h) the name, address and phone number for the lawyer for the informant if represented by counsel. If an informant objects to the disclosure of his or her address, the government shall produce the informant to defense counsel for a determination of whether or not the informant will consent to an interview.

G. STIPULATIONS

Any proposed stipulations should be provided in writing to opposing counsel **no later than fourteen days prior to trial**.

II. DISCOVERY/DISCLOSURES PROVIDED BY THE DEFENDANT

A. DOCUMENTS/REPORTS/TESTS

Upon compliance with the government's discovery obligations under sections I.A.3.a. or I.A.3.b. above, the defendant shall permit the government to **inspect, copy or photograph** the following categories of material:

1. Any books, papers, documents, photographs, tangible objects, or copies or portions thereof, which are within the possession, custody, or control of the defendant and which the defendant intends to introduce as evidence in chief at the trial.

2. Any results or reports of physical or mental examinations and of scientific tests or experiments made in connection with the particular case, or copies thereof, within the possession or control of the defendant, which the defendant intends to introduce as evidence in chief at the trial or which were prepared by a witness whom the defendant intends to call at the trial when the results or reports relate to that witness' testimony.

B. ALIBI EVIDENCE

1. **Within thirty days** from the date of arraignment, defendant(s) shall serve upon the government a written notice of the defendant(s)'s intention to offer a defense of alibi. Such notice shall state the specific place or places at which the defendant(s) claims to have been at the time of the alleged offense and the names and addresses of the witnesses upon whom the defendant(s) intends to rely to establish such alibi.

2. **Within twenty days thereafter, but in no event less than ten days before trial**, the government shall serve upon the defendant(s) a written notice stating the names and addresses of the witnesses upon whom the government intends to rely to establish the defendant(s)'s presence at the scene of the alleged offense and any other witnesses to be relied on to rebut testimony of any of the defendant(s)'s alibi witnesses.

3. If prior to or during trial, a party learns of an additional witness whose identity, if known, should have been included in the information furnished above, the party shall promptly notify the other party of the existence and identity of such additional witness.

C. STIPULATIONS

Any proposed stipulations should be provided in writing to opposing counsel **no later than fourteen days prior to trial**.

III. EVIDENCE FAVORABLE TO THE DEFENSE²

A. BRADY EVIDENCE

Within ten days from the date of arraignment, the government is directed to disclose all evidence favorable to the defendant(s) within the meaning of Brady v. Maryland.

B. GIGLIO IMPEACHMENT EVIDENCE

No later than fifteen days prior to trial, the government is directed to disclose all evidence which may tend to adversely affect the credibility of any person called as a witness by

²The parties are to be prepared to disclose to the Court at the final pretrial conference the method used to determine whether any favorable evidence exists in the government's investigative file. The government is advised that if any portion of the government's investigative file or that of any investigating agency is not made available to the defense for inspection, the Court will expect that trial counsel for the government or an attorney under trial counsel's immediate supervision who is familiar with the Brady/Giglio doctrine will have reviewed the applicable files for purposes of ascertaining whether evidence favorable to the defense is contained in the file.

the government pursuant to Giglio v. United States and United States v. Agurs, including the arrest and/or conviction record of each government witness, any offers of immunity or lenience, whether made directly or indirectly, to any government witness in exchange for testimony and the amount of money or other remuneration given to any witness.

C. ENTRAPMENT EVIDENCE

Within ten days from the date of arraignment, the government is directed to provide discovery, inspection, and copying or photographing of any information suggesting entrapment of the defendant(s) which is within the possession, custody or control of the government or the existence of which is known or by the exercise of due diligence may become known to the government attorney.

IV. EXPERT WITNESSES

A. RULE 16 EXPERTS

1. **No later than thirty days prior to trial**, the government shall disclose to the defendant a written summary of testimony that the Government intends to use under Rules 702, 703 or 705 of the Federal Rules of Evidence during its case-in-chief at trial. The written summary should identify the witness, describe the witness' opinions, the bases and the reasons for the opinions, and the witness' qualifications.

2. **No later than fourteen days prior to trial**, defendant shall disclose to the government a written summary of testimony that the defendant intends to use under Rules 702, 703 or 705 of the Federal Rules of Evidence as evidence at trial. The written summary should identify the witness, describe the witness' opinions, the bases and the reasons for the opinions, and the witness' qualifications.

B. MENTAL HEALTH EXPERTS/EVIDENCE

1. **On or before the date set for filing pretrial motions**, the defendant shall file a notice in writing which complies with the requirements of Rule 12.2 of the Federal Rules of Criminal Procedure stating:

a. Whether the defendant intends to rely upon the defense of insanity at the time of the alleged offense; and

b. Whether the defendant intends to introduce expert testimony relating to a mental disease or defect or any other mental condition of the defendant bearing upon the issue of guilt.

2. If the defendant gives notice under Rule 12.2(b) of an intent to present expert testimony on defendant's mental condition, **within two weeks of giving notice under Rule 12.2**, the defendant shall identify the expert and provide a summary of the

witness' opinions, the bases and reasons for those opinions and the witness' qualifications.

3. **Within thirty days of the filing of defendant's notice of intent to rely on testimony on defendant's mental condition**, the government shall disclose to the defendant a written summary of testimony the government intends to use under Rules 702, 703, or 705 as evidence at trial on the issue of the defendant's mental condition. The summary shall describe the witness' opinions, the bases and the reasons for those opinions, and the witness' qualifications.

V. PRETRIAL FILING DEADLINES

A. WITNESS LISTS

The government and the defendant are directed to file witness lists which shall include the name and address of each witness whom counsel intends to call in its case-in-chief, together with any record of prior felony convictions for such witness, **no later than thirty days prior to trial**. If a new witness is discovered after counsel prepares its witness list, either prior to trial or during trial, counsel shall promptly notify opposing defense and provide the discovery identified above.

B. EXHIBIT LISTS

The government and the defendant are directed to file exhibit lists which shall include a description of each exhibit, pre-marked for identification, counsel intends to offer in its case-in-chief **no later than twenty days prior to trial**.

C. MOTIONS IN LIMINE

No later than fourteen days prior to trial, the parties should file any motions in limine seeking to exclude evidence from trial. Any suggestions in opposition to the motions in limine should be filed **within five days** after the motion is filed.

D. STATEMENTS PRESENTING BRUTON ISSUES

Any statements of a co-defendant which the government intends to offer at trial and which present Bruton issues along with the proposed redactions should be filed **no later than thirty days prior to trial**.

IT IS SO ORDERED.

/s/ Sarah W. Hays
SARAH W. HAYS
UNITED STATES MAGISTRATE JUDGE