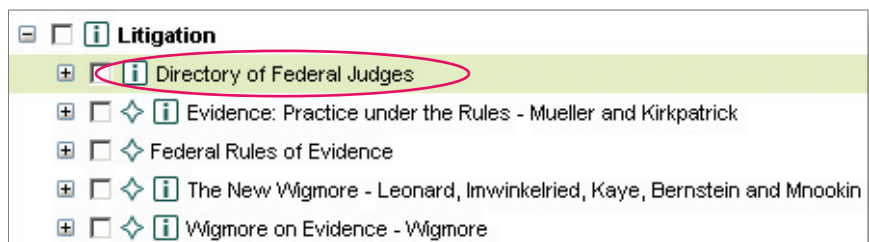



The **Directory of Federal Judges** serves as your single source for current coverage of each judge's procedures for discovery, scheduling, conferences, alternative dispute resolution, voir dire, marking of exhibits, and jury participation.

## How to get there

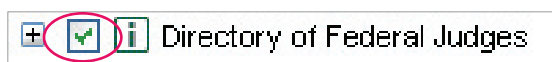
1. **Go to:**  
<http://intelliconnect.cch.com>
2. Open **Practice Areas** and confirm that Litigation (under Legal Professionals) is available and selected. Click OK to save changes, if needed.
3. Click **Browse** on the **Quick Bar**. Locate and click on the Litigation library to drop down the menu.



**Tip:** Add this link to your Microsoft Browser Favorites for quick access to this database in the future. Check the box and click the chain link icon . Click "Copy selected URL to Windows Clipboard." Paste URL in the Browser URL field. Delete the name of the directory from the beginning of the URL, press enter, then save to your Browser Favorites.

## Searching the Directory of Federal Judges

1. Select **Directory of Federal Judges** (check box)
2. Type the judge's name in the search field, e.g., Rambo, and click Go.



### Key content in a Judge's document

Scroll through the document to see Biographical information, Noteworthy cases with active links to the cases, Attorney Evaluations, Senate Biographical Questionnaire (PDF), Financial Disclosures (PDF), and Courtroom procedures. The courtroom guidelines were prepared in conjunction with the Section of Litigation of the American Bar Association. The guidelines are divided into parts:

- A. Commencement of Action and General Procedures
- B. Civil Pretrial Procedures
- C. Criminal Pretrial Procedures
- D. Trial Procedures

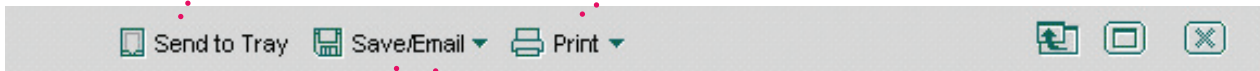
## Recordkeeping Options

### To save temporarily in the Tray

Click **Send to Tray**. The Document Tray temporarily holds documents. Once in the Tray, you can print it, save it to a file, or save it to a Research Folder. These documents will be removed when you log out.

### To PRINT a document

Click **Print** on the tool bar and select to print a text version or a PDF version.



### To E-MAIL a document

Click **Save/Email** on the tool bar. Select Email Document, and then type in/select the email address you wish to send the document. (Note: Modify your Preference settings to change how the email will be sent: pdf attachment (default), link to document, or text in body of email.)

### To SAVE a document

Click **Save/Email** on the tool bar and choose to save as text or a PDF. The text version will save as \*.RTF file. The PDF version will retain all of the formatting of the document.

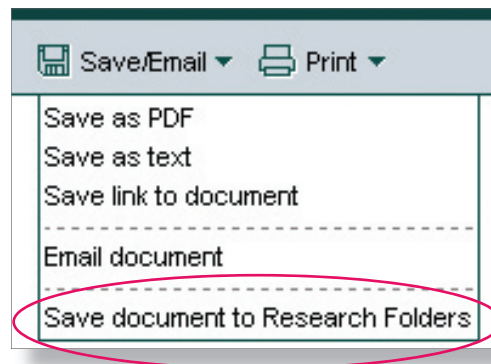
### To save to a Research Folder

Click **Save/Email**, then **Save document to Research Folders**.

Click OK, then name the folder.

You can access Research Folders at any time by clicking Research Folders on the Quick bar.

Links to documents stored in Research Folders remain indefinitely until you delete them or delete that specific Research Folder.



Additional databases and treatises available in the Litigation Library

