PRETRIAL CONFERENCE CHECKLIST (Civil Jury Trial)

Case Name:	
Cause No.	
Plaintiff's Counsel:	
Defendant's Counsel:	
Trial Date:	
Estimated Length of Trial:	
Trial Schedule:	Monday through Thursday
	Hours: 9:00 a.m. to 4:30 p.m., with two 15-minute breaks at 10:30 a.m. and 2:45 p.m.
Pending Motions:	
Upcoming Deadlines:	
Jury Selection:	
Court's General Voir Dire: Counsel's Proposed General Voir Dire: Attorney-Conducted, Time Allowed for Attorney Questioning: For Cause Challenges Peremptory Challenges Number of Peremptory Challenges: 3 per side Number of Jurors for Voir Dire: 25 Number of Jurors on Final Panel: <i>(Verdict must be unanimous pursuant to Fed. R. Civ. P. 48)</i>	
Number of Alternates: None	

Jury Instructions: Shall be submitted pursuant to LR 51.

In addition to the requirements set forth in LR 51, if they have not already done so, the parties should submit the Joint Instructions and Joint Statement of Disputed Instructions in Word format to jonesorders@wawd.uscourts.gov

Issues that Arise During Trial, After Court Hours: Should an issue arise during trial after court hours, counsel are instructed to meet and confer to see if the issue may be resolved without court intervention. If such meet and confer efforts are unsuccessful, counsel must notify the courtroom deputy of the issue by email at victoria_ericksen@wawd.uscourts.gov.

Agreed Neutral Statement to be Read to the Jury

Opening Statements:

Length of Opening Statements: _____ Procedure for Openings (*e.g.*, Podium and Use of Exhibits During Openings) Use of Charts, Diagrams, Timelines, and/or Exhibits to be Used During Opening Statements

Plaintiff's Witnesses:

Defendant's Witnesses:

Requirement that counsel inform each other of the next day's witnesses

Witnesses that need special accommodation (e.g., out-of-town witnesses, witnesses with disabilities, witnesses that need interpreters, etc.)

Exhibits Procedure: Handout has been provided to counsel

Sidebar Conferences

Juror Notetaking: Notebooks before or after opening statements?

Stipulations of the Parties

Settlement and Notification to the Court of Settlement: Local Rule 39(d) states: "Where cases set for trial by jury are settled or agreed to be tried without a jury, notice of such agreement shall be filed in the clerk's office as soon as possible but no later than five (5) days before the day on which the case is set; otherwise jury expenses incurred by the government, if any, shall be paid to the clerk by the parties agreeing to such settlement or waiver. And where a continuance of such a case shall be applied for by one side, and resisted by the other, and granted by the court, the payment of jury expenses incurred by the government, if any, by the party applying for the continuance shall in all cases be one of the conditions of the continuance unless such continuance be granted as a matter of right and was not due to any fault of the moving party."

Deadline to notify Court of Settlement:

Additional Notes: