

Honorable Richard A. Jones

**PRETRIAL CONFERENCE CHECKLIST (Criminal Jury Trial)**

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**Case Name:**

**Cause No.:**

**Government'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.

**Upcoming Deadlines:**

**Pending Motions:**

**Jury Selection:**

Court's General Voir Dire:

Counsel's Proposed General Voir Dire:

Time Allowed for Attorney-Conducted Voir Dire: \_\_\_\_\_

For Cause Challenges / Peremptory Challenges

Number of Peremptory Challenges: Pursuant to FRCP 24(b)(2)

Number of Jurors for Voir Dire:

Number of Alternates:

**Court's Preliminary Instructions 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

**Government's Witnesses:**

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**Defendant's Witnesses:**

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**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 the parties.

**Sidebar Conferences / Defendant's waiver of presence at sidebar conferences**

**Juror Notetaking – Notebooks before or after opening statements?** \_\_\_\_\_

**Stipulations of the Parties**

