United States District Court

Western District of Washington

Honorable Tana Lin

[Sample] Pretrial Conference Agenda – Criminal Trial

Case Name: Case No.

Government’s Counsel: Defendant(s)’ Counsel:

Trial Date: Estimated Length:

Trial Days/Hours: Hours: 9:00 a.m. - 4:00 p.m. Lunch: 12:00 p.m. - 1:00 p.m.

Breaks: 15 min am/pm

# Pending Motions

# Jury Issues

## Jury Selection

### Number of Jurors for *Voir Dire*:

### Alternate Jurors [number?]:

### Juror Questionnaire?

### *Voir Dire* Questions

Proposed *voir dire* questions shall be submitted in accordance with Judge Lin’s Standing Order for All Criminal Cases.

### Time Allowed for Attorney-Conducted Questioning

### Juror challenges: [Peremptory Challenges (FRCrP 24(b))]

## Preliminary/Beginning and Course of Trial Jury Instructions

Proposed Jury Instructions shall be submitted in accordance with Judge Lin’s Standing Order for All Criminal Cases.

## Juror Notetaking (after opening statements)

# Witnesses

Counsel to inform each other of the next day’s witnesses by 5 pm the Friday before the first day of trial and thereafter by 8 pm each day.

## Government’s Witnesses

## Defendant(s)’ Witnesses

## Special Witness Needs/Issues

(*e.g.*, out-of-town witnesses, witnesses with disabilities, witnesses needing interpreters)

# Exhibits/Demonstratives

Proposed exhibits and demonstratives shall be submitted in accordance with Judge Lin’s Standing Order for All Criminal Cases.

# Stipulations of the Parties

# Trial Procedures

## Opening Statements

### Length of time [15 minutes]

### Procedures

#### Advance notice of exhibits/demonstratives.

#### Disputes to be raised before opening statements.

## Courtroom Technology/Presentation of Exhibits

### Any images not to be shown to galley?

### Schedule Audiovisual Equipment Training / Testing?

## Sidebars

### Generally should be avoided if possible

### Defendant(s)’ waiver of presence at sidebar conferences

## Issues that Arise During Trial, After Court Hours

If an issue arises 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 shall contact the Courtroom Deputy by email at kadya\_peter@wawd.uscourts.gov.

# Other