

Honorable Richard A. Jones

PRETRIAL CONFERENCE CHECKLIST (Civil Bench 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:

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.

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

Stipulations of the Parties

Additional Notes:
