

Honorable Richard A. Jones

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

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**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: \_\_\_\_\_

*(Verdict must be unanimous pursuant to Fed. R. Civ. P. 48)*

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](mailto: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](mailto: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:**

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**Defendant's Witnesses:**

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