Honorable Lauren King

PRETRIAL CONFERENCE CHECKLIST (Civil Bench Trial)

Case Name:

Cause No.

Plaintiff’s Counsel:

Defendant’s Counsel:

Trial Date:

Estimated Length of Trial:

**Trial Schedule:**

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 natalie\_wood@wawd.uscourts.gov.

Plaintiff’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

Special Witness Needs/Issues (e.g., witnesses that need special accommodation such as out-of-town witnesses, witnesses with disabilities, witnesses that need interpreters)

Exhibits Procedure: Handout has been provided to the parties

Courtroom Technology/Presentation of Exhibits: Please refer to Judge King’s chambers procedures on the Court’s website at

<http://www.wawd.uscourts.gov/judges/king-procedures>

Sidebar Conferences

Stipulations of the Parties Settlement

Additional Notes:

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