Honorable Lauren King

PRETRIAL CONFERENCE CHECKLIST (Civil Jury Trial)

Case Name:

Cause No.

Plaintiff’s Counsel:

Defendant’s Counsel:

Trial Date:

Estimated Length of Trial:

**Trial Schedule:**

Upcoming Deadlines:

**Jury Pool:**

**Jury Panel:**

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

**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: Plaintiff Defendant

**Jury Instructions:** Shall be submitted pursuant to LR 51 and in accordance with Judge King’s Standing Order for Civil Cases. In addition, the parties should submit the Joint Instructions and Joint Statement of Disputed Instructions in Word format to kingorders@wawd.uscourts.gov if they have not already done so.

**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.

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

Juror Notetaking: Notebooks before or after opening statements?

Questions From Jurors During Trial:

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: Local Rule 39(d) states: “Where cases set for trial by jury are settled or agreed to be tried without a jury, notice of such agreement shall be filed in the clerk's office as soon as possible but no later than five (5) days before the day on which the case is set; otherwise jury expenses incurred by the government, if any, shall be paid to the clerk by the parties agreeing to such settlement or waiver. And where a continuance of such a case shall be applied for by one side, and resisted by the other, and granted by the court, the payment of jury expenses incurred by the government, if any, by the party applying for the continuance shall in all cases be one of the conditions of the continuance unless such continuance be granted as a matter of right and was not due to any fault of the moving party.”

Deadline to Notify Court of Settlement:

Additional Notes:

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