

**United States District Court  
Western District of Washington**

**Honorable Tana Lin**

**PRETRIAL CONFERENCE AGENDA – CIVIL TRIAL**

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**Case Name:**

**Case No.:**

**Plaintiff'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

**I. Pending Motions/Disputes**

**II. Jury Issues**

**A. Jury Selection**

1. Number of Jurors for *Voir Dire*: 25
2. Number of Jurors on Final Panel:
3. Number of Alternate Jurors:
4. Voir Dire Questions
  - a) Court's General Voir Dire
  - b) Counsel's Proposed General Voir Dire
5. Time Allowed for Attorney-Conducted Questioning
6. Juror challenges: Peremptory Challenges (3 per side)

**B. Jury Instructions**

Jury Instructions shall be submitted in accordance with Judge Lin's Standing Order for Trial Procedures for All Civil Cases. The Joint Instructions and Joint Statement of Disputed Instructions also should be submitted in Word format to [linorders@wawd.uscourts.gov](mailto:linorders@wawd.uscourts.gov).

**C. Juror Notetaking (before or after opening statements)**

**D. Questions from Jurors During Trial**

**E. Verdict Form**

**III. Witnesses**

**A. Plaintiff's Witnesses**

**B. Defendant's Witnesses**

**C. Special Witness Needs/Issues**

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

**IV. Deposition Designations**

**V. Exhibits/Demonstratives**

**VI. Stipulations of the Parties**

**VII. Trial Procedures**

**A. Neutral Statement of Case**

**B. Opening Statements**

1. Length of time

2. Procedures

**C. Courtroom Technology/Presentation of Exhibits**

Schedule Audiovisual Equipment Training / Testing?

**D. If Jury Trial: Sidebars generally should be avoided if possible**

**E. Counsel to Inform Each Other of the Next Day's Witnesses**

**F. Counsel to Provide Clerk each morning with List of Exhibits to be Used with Each Witness that day**

**G. 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 [kadya\\_peter@wawd.uscourts.gov](mailto:kadya_peter@wawd.uscourts.gov).

**VIII. Settlement and Notification to the Court of Settlement**

Parties shall refer to Local Civil Rule 39(d) for the requirements of notice of settlement or trial without a jury prior to trial and circumstances under which jury expenses shall be assessed to the parties.

**IX. Other**