United States District Court

Western District of Washington

Honorable Tana Lin

[Sample] Pretrial Conference Agenda – Civil Trial

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

# Pending Motions/Disputes

# Jury Issues

## Jury Selection

### Number of Jurors for *Voir Dire*: 25

### Number of Jurors on Final Panel:

### *Voir Dire* Questions

Proposed *voir dire* questions shall be submitted in accordance with Judge Lin’s Standing Order for Trial Procedures for All Civil Cases.

### Time Allowed for Attorney-Conducted Questioning

### Juror challenges: Peremptory Challenges (3 per side)

## Preliminary/Beginning and Course of Trial Jury Instructions

Proposed Jury Instructions shall be submitted in accordance with Judge Lin’s Standing Order for Trial Procedures for All Civil Cases.

## Juror Notetaking (after opening statements)

## Questions from Jurors During Trial

## Verdict Form

# Witnesses

Counsel to inform each other of the next day’s witnesses by 5 pm the Friday before the first day of trial and thereafter by 8 pm each day.

## Plaintiff(s)’ Witnesses

## Defendant(s)’ Witnesses

## Special Witness Needs/Issues

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

# Deposition Designations

# Exhibits/Demonstratives

Proposed exhibits and demonstratives shall be submitted in accordance with Judge Lin’s Standing Order for Trial Procedures for All Civil Cases.

# Stipulations of the Parties

# Trial Procedures

## Neutral Statement of Case

## Opening Statements

### Length of time

### Procedures

#### Advance notice of exhibits/demonstratives.

#### Disputes to be raised before opening statements.

## Courtroom Technology/Presentation of Exhibits

Schedule Audiovisual Equipment Training / Testing?

## If Jury Trial: Sidebars generally should be avoided if possible

## Issues that Arise During Trial, After Court Hours

If an issue arises 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 shall notify the Courtroom Deputy by email at kadya\_peter@wawd.uscourts.gov.

# If Jury Trial: Settlement and Notification to the Court of Settlement

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

# Other