

United States District Court
Western District of Washington

Honorable Marsha J. Pechman

PRETRIAL CONFERENCE CHECKLIST – CIVIL

Case Name:

Cause No.

Clerk:

Plaintiff's Counsel:

Defendant's Counsel:

Trial Date:

Estimated Length of Trial:

PTO Lodging Date:

Jury or Bench:

Jury Pool:

Jury Panel: 6 8 12 14 16

Trial Days/Hours:

Proposed Jury Instructions:

Jury Selection:

Court's General Voir Dire

Counsel's Proposed General Voir Dire

Attorney Conducted Time Allowed for Questioning

For Cause Challenges

of Peremptory Challenges

Plaintiff

Defendant

Juror Questionnaire?

Yes

No

Neutral Statement of Case:

Courtroom Technology/Presentation of Exhibits: Please refer to Judge Pechman's chambers procedures on the Court's website at <http://www.wawd.uscourts.gov/judges/pechman-procedures>

Questions From Jurors During Trial:

Special Witness Needs/Issues:

Depositions:

Jury Trial - Avoid Sidebars:

Stipulation of the Parties:

Counsel to Inform Each Other of the Next Days Witnesses:

Counsel to Provide Clerk With List of Exhibits to be Used With Each Witness:

Settlement:

Upcoming Deadlines/Other: