United States District Court

Western District of Washington

The Honorable Jamal N. Whitehead

**[SAMPLE] Pretrial Conference Agenda**

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| Case Name: | Click or tap here to enter text. |
| Plaintiff’s Counsel: | Click or tap here to enter text. |
| Defendant’s Counsel: | Click or tap here to enter text. |
| Trial Date: | Click or tap to enter a date. |
| Trial Length: | Click or tap here to enter text. |
| Trial Schedule: | Monday through Friday9:00 a.m. to 4:15 p.m.15-minute breaks at 10:30 a.m. and 2:45 p.m.Lunch from 12:00 p.m. to 1:30 p.m. |
| Next Deadline: | Click or tap here to enter text. |

1. PENDING MOTIONS/ISSUES
2. TRIAL LENGTH
3. JURY SELECTION
	1. Juror questionnaire
	2. Court’s general voir dire
	3. Statement of the case
	4. Counsel’s proposed voir dire
	5. Attorney-led voir dire
	6. Juror challenges (for cause/preemptory)
	7. Venire size
	8. # of Jurors (alternates)
	9. *Batson*
4. PRELIMINARY/IN-TRIAL JURY INSTRUCTIONS
5. WITNESSES
	1. Remote/In-Person
	2. Accommodations
	3. Interpreters
	4. Experts
	5. Deposition designations
6. TRIAL PROCEDURES
	1. The Rule
	2. Opening Statement/Closing Argument
	3. Evidence not preadmitted
	4. Notice of exhibits/witnesses
	5. Courtroom Technology/Presentation of Exhibits
	6. Other considerations
* Sidebars
* Objections
* Lectern
* Decorum
1. MISCELLANEOUS
	1. Settlement discussions