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 Friday  9:00 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