United States District Court

Western District of Washington

Honorable S. Kate Vaughan

**PRETRIAL CONFERENCE AGENDA – CIVIL**

**Case Name:**

**Case No.**

**Plaintiff’s Counsel:**

**Defendant’s Counsel:**

|  |  |
| --- | --- |
| **Trial Date:**  | **Estimated Length of Trial:**  |
| **Trial Schedule:**  | Hours: 9:00 a.m. - 4:00 p.m.Lunch: 12:00 p.m. - 1:00 p.m.  |

**Pending Motions:**

**Jury or Bench:**

**Jury Selection:**

Court’s General Voir Dire

Counsel’s Proposed General Voir Dire

Time Allowed for Attorney Conducted Questioning

For Cause Challenges

Peremptory Challenges (FRCP 47; 28 U.S.C. § 1870)

Number of Peremptory Challenges: 3 per side

Number of Jurors for Voir Dire: 30

Number of Jurors on Final Panel: 12 (Verdict must be unanimous pursuant to FRCP 48) Number of Alternates: 1

**Jury Instructions:**

**Neutral Statement of Case:**

**Opening Statements**

Length of time

 Procedures

 Exhibits/Demonstratives

**Courtroom Technology/Presentation of Exhibits**

**Questions From Jurors During Trial**

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

**Plaintiff’s Witnesses**

**Defendant’s Witnesses**

**Special Witness Needs/Issues**

**Counsel to Inform Each Other of the Next Day’s Witnesses**

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

**Depositions:**

**Sidebar conferences**

**Stipulations of the Parties**

**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.

**Other:**