

Department 21 Civil Pretrial Order

Before trial of any civil case, all parties are ordered to comply with the following requirements:
Per Local Rule 3.700, no party may move to compel discovery or file any other discovery motion until the parties have had an Informal Discovery Conference with the court.

A pretrial conference is generally set two weeks before trial. At the pretrial conference counsel are expected to:

1. File all in limine motions by the Friday before the pretrial conference. Parties are to provide physical courtesy copies directly to this department.
2. Counsel and self-represented litigants must appear at the pretrial conference in person.
3. At the pretrial conference the court will discuss:
 - a. The estimated time of the case
 - b. Expert witness scheduling
 - c. Possible stipulations
 - d. The general nature of in limine motions
 - e. Jury selection

At least 6 court days before trial all responses to in limine motions and general trial briefs must be filed.

At least 2 court days prior to trial, both sides are to exchange a list of the witnesses that they expect to call and agree upon a statement of the case to be read to the jury.

At least 2 court days prior to trial, the parties are to meet and confer and exchange pre-marked copies of all potential trial exhibits, including discovery responses, to be used at trial. Remove all duplicative exhibits. Plaintiff's exhibits shall be numerical starting at 100 and Defendant's exhibits shall also be numerical starting at 200. Each side will bring to trial at least four copies of each binder containing exhibits (one for the Court, one for the witness stand, and one for each side). An exhibit list is to be provided to the Courtroom Clerk

The parties shall meet and confer before trial as to proposed instructions and verdicts and shall divide them into two sets for the Court: the first being agreed instructions, verdicts, and the other being disputed instructions and verdicts. Each party's authorities on disputed instructions are to be noted on the instructions or verdicts. No duplicates should be provided.

On the first day of trial (generally Monday) the Court will rule on in limine motions

Trial schedules is Monday 1:30-4:30, Tues thru Thursday 9:00- 4:30