

CIVIL JURY TRIAL CASES

CASE MANAGEMENT:

- Attorneys designated as lead counsel shall appear for case management.
- The parties shall be prepared to advise the court of the issues remaining for trial.
- The parties will be ordered to prepare a scheduling order to avoid the late filing of dispositive motions and allow full and open discovery. The parties will be asked to discuss mediation.
- The parties shall be prepared to set the matter for trial.
- All trial dates are specially set and therefore continuances will not be freely granted.
- Failure to appear for case management may result in dismissal of the case.

TRIAL:

- All written **pretrial motions** shall be filed no later than the Friday before trial.
- Copies of **depositions** used at trial shall be highlighted to show those portions to be read along with any objections made to any portions of the deposition. Depositions shall be submitted to the court no later than the Friday before trial.
- **Pretrial conferences** or hearings prior to trial may be set by contacting the division law clerk.
- Plaintiff shall provide the court with a marked and unmarked set of **jury instructions** on the morning of trial. All instructions shall be double-spaced and 14 point font.
- All parties shall provide the court reporter with a **witness and exhibit list** in the format provided on this website on the morning of trial. The parties shall contact the court reporter the week before trial to discuss numbering the exhibits. (see 'Forms' section)
- Please contact the division law clerk or judicial administrative assistant to arrange a time to set up any equipment in the courtroom.
- All parties shall dress appropriately for court. (Local Rule 9.4)