**JURY TRIAL INFORMATION FOR DIVISION 13**

Updated as of May of 2025

1. PRE-TRIAL ISSUES
   1. Civil Jury Instructions in Word version shall be e-mailed to the law clerk by the Pre-Trial Conference. When you send the instructions through e-mail, please copy the JAA and the Division e-mail at *div13.cir16@courts.mo.gov*.)
      1. Civil Cases require the following Instructions prior to trial beginning:
         1. MAI 2.00(A) – Explanatory Instruction
         2. MAI 2.00(B) – Recess Instruction
         3. MAI 2.00(C) – Juror Bias
         4. E 1.01 - Recommended Instruction if agreed to by Parties
   2. Criminal Jury Instructions are due on or before the date indicated in the Scheduling Order. A Word version shall be e-mailed to the law clerk or a copy may be printed and brought to Court (if you send the instructions through e-mail, please copy the JAA and the Division e-mail at *div13.cir16@courts.mo.gov*.)
      1. Criminal Cases require the following Instructions prior to trial beginning:
         1. MAI-CR 4th 400.02 – Explanatory Instruction
         2. MAI-CR 4th 400.04.01 – Recess Instruction
         3. MAI-CR 4th 400.06
         4. MAI-CR 4th 402.01
         5. MAI-CR 4th 402.02
   3. Motions in Limine – please note which motions you are opposing and which you have no objection to so that the Court can efficiently address and hear the issues presented during the Pre-Trial Conference.
   4. An exhibit list and a witness list shall be presented at the Pre-Trial Conference to Judge McKenzie and the Court Reporter. All exhibits shall be identified numerically. The Court does not permit duplicative numbers. Please consult the other Parties to determine the set of numbers you are able to use without numbers being duplicative.
2. VOIR DIRE
   1. Attorneys and Parties are to be present between 8-8:15 am
   2. Any remaining pre-trial issues are to be discussed at this time
   3. The courtroom is fairly full during voir dire and the bench right behind counsel table will be in use for juror seating so please be mindful of extra staff or belongings that you may need or want in the courtroom that day
   4. Prospective jurors are usually sent up to the Division around 9:30/10 am with the questionnaires and seating chart being sent up shortly before the prospective jurors arrival to the Division.
      1. Division 13 staff will print a copy of the juror information for each attorney or staff assisting with voir dire.
   5. Voir Dire will begin with swearing in the panel and introductions of Division 13 staff. The Court will then read preliminary instructions, and proceed with hardship issues
   6. After hardship issues, each side will be permitted to conduct their questioning of the panel
      1. It is recommended that each side conduct general questions with follow up for those that are responsive to those general questions. After all parties have conducted voir dire in this manner, the parties may then ask individual questions.
   7. Thereafter, the Court will consider those members who should be excused because of a hardship, entertain strikes for Cause and allow the Parties to make Peremptory Strikes.
   8. As a general rule, the Court will not dismiss jurors prior to the end of the day unless there are special circumstances regarding a hardship or the attorneys agree that a juror may be dismissed.
3. TECHNOLOGY IN THE COURTROOM
   1. Division 13 courtroom has a pull down projector screen – if you intend to use it, you are required to bring any other A/V equipment.
      1. Do not attempt to bring the projector screen down, please request assistance from Court staff
   2. Other options for presentation are a TV set up in front of the Bench or in front of the jurors by the Administrative door – you are required to provide all of the necessary equipment.
   3. Technology will not be able to be set up in the courtroom until after voir dire is completed, however, it can be stored by the coat rack during voir dire.
   4. All cords must be safely covered/secured so as to not be a fall hazard
   5. ***DO NOT use adhesives that will hurt the varnish and finishes in the courtroom either on the wood or on the floor – painters tape has been found to work but consult Court staff before use.***
4. PROCEDURES DURING TRIAL
   1. Any written motions that are filed during trial will not be taken up by the Court unless they are filed and a courtesy copy is e-mailed to the law clerk, the Division e-mail, Judge McKenzie, and opposing counsel prior to 7:00 am. An exception is allowed for any motions that are filed after a party has rested, or at the close of all evidence, or as otherwise deemed appropriate by the Court.
      1. This will allow everyone time to review the motion and consider a response.
   2. Objections are to be taken up at the Bench.
      1. If there is an objection and it is simple, such as Leading, etc, then it can be stated to the Court from counsel table or the podium.
      2. If an objection is more complex and will require discussion or argument by counsel, the attorneys are required to take up the objection at the Bench.
      3. Division 13’s courtroom sound system has a “sidebar” function that turns off the attorneys microphones and allows for a private discussion at the Bench.

***PLEASE BRING ANY QUESTIONS REGARDING THIS INFORMATION TO THE COURT’S ATTENTION AT THE PRE-TRIAL CONFERENCE OR IN AN E-MAIL TO THE LAW CLERK/JAA.***