

v. _____, §
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*(Please **restate** the instruction in **bold** before burnishing the responsive information.)*

1. **Appearance of Counsel.** List each party, its counsel, and counsels' address and telephone number in separate paragraphs.
2. **Statement of the Case.** Give a brief statement of the case, including relevant names, dates, and places, that can be read to the jury panel as an introduction of the case.
3. **Jurisdiction.** Briefly specify the basis for the Court's jurisdiction of the subject matter and the parties. If there is an unresolved jurisdictional question, state it.
4. **Motions.** List pending motions.
5. **Contentions of the Parties.** State concisely, in separate paragraphs, each party's claims.
6. **Admission of Facts.** List all facts that require no proof.
7. **Contested Issues of Fact.** List all facts in bona fide controversy.
8. **Agreed Propositions of Law.** List the legal propositions that are not in dispute.
9. **Contested Propositions of Law.** State briefly the unresolved questions of law, with authorities to support each.
10. **Exhibits.**
 - A. Attach an Exhibit List and make all listed exhibits available for examination by opposing counsel. Parties must mark each exhibit with the date and case number.
 - B. All documentary exhibits must be exchanged on the date the Joint Pretrial Order is filed, except for rebuttal exhibits and those whose use cannot be anticipated.

- C. A party requiring authentication of an offered exhibit must notify the offering counsel in writing within 15 days after the JPO deadline;; failure to object in writing before trial concedes authenticity.
- D. All objections to admissibility of exhibits must be filed 15 days after the JPO; objections must include copies of the disputed exhibit and legal authority. Responses to objections must be filed 15 days after the objections are filed. Failure to timely respond to an objection will be deemed lack of opposition resulting in the objection being sustained. Failure to timely object to an exhibit or witness constitutes a waiver and considered admission of that exhibit or witness. All ruling will be done by submission.
- E. At trial, the first action a party will take during its case-in-chief will be to offer its exhibits into evidence.

11. Witnesses.

- A. Attach a Witness List with the names and addresses of witnesses to be called, along with a brief statement of the nature of their testimony.
 - (1) The Court requires any testifying witness to execute an affidavit in all 8 U.S.C. § 1503 cases. The parties will submit all affidavits in conjunction with the joint pretrial order.
- B. If other witnesses to be called at the trial become known, their names, addresses, and subject of their testimony will be reported to opposing counsel in writing as soon as they are known; this does not apply to rebuttal or impeachment witnesses.

12. **Settlements.** State that all settlement efforts have been exhausted, and the case will have to be tried.

13. **Trial.** State the estimated length of trial and any potential logistical programs, including availability of witnesses, out-of-state people, bulky exhibits, and documentation.

14. **Attachments.** Each party must file as a separate document (captioned, signed by counsel, and with service certified) the following required attachments in duplicate:

A. For a Jury Trial:

- (1) Proposed questions for the *voir dire* examination.
- (2) Proposed jury charge, including instructions, definitions, and special interrogatories, with authority.

B. For a Non-Jury Trial:

- (1) Proposed findings of fact and conclusions of law.
- (2) Conclusions of law with authority

Approved:

Attorney-in-Charge, Plaintiff(s)

Date

Attorney-in-Charge, Defendant(s)

Date