

Pretrial

The final pretrial conference is typically held two (2) weeks prior to the start of trial. Counsel must submit the final pretrial order using the utilities function of the CM/ECF no later than one week prior to the final pretrial conference. The Court's requirements for the final pretrial order, including compliance with Local Rule 16.2(b), and the final pretrial conference are set forth in the Court's standing scheduling order which is provided to counsel at the initial scheduling conference. The disclosure requirements set forth in Federal Rule of Civil Procedure 26(a)(3) are to be made in the final pretrial order. Parties or persons with full settlement authority must be present at the final pretrial conference.

Objections to proposed exhibits must be contained in the final pretrial order. All witnesses must be listed on the final pretrial order as well. Witnesses and exhibits not listed on the final pretrial order will not be admitted at trial without a showing of good cause; otherwise they will be admitted by stipulation only.

Parties are required to meet and confer prior to the final pretrial conference to discuss jury instructions and a verdict form. At least one (1) week prior to the commencement of trial, the parties must submit a single set of proposed, stipulated jury instructions and a single, proposed verdict form. Each party shall also submit any additional proposed instructions to which any other party objects.

In civil actions, motions *in limine* must be filed no later than four weeks prior to the final pretrial conference so that responses can be filed in accordance with L.R. 7.1. In criminal cases, motions *in limine* must be filed no later than one week prior to the start of trial. The Court will rule on any pending motions *in limine* either at the time of the final pretrial conference or on the first day of trial.