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IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

,
Plaintiff,
v.
,
Defendants.

No. CV- - -PHX-ESW
**ORDER SETTING FINAL
PRETRIAL CONFERENCE**

Pursuant to Rule 16(e) of the Federal Rules of Civil Procedure, a Final Pretrial Conference shall be held on _____ at _____ in Courtroom 606, Sandra Day O’Connor U.S. Courthouse, 401 West Washington Street, Phoenix, Arizona 85003. In preparation for this Final Pretrial Conference,

IT IS HEREBY ORDERED:

1. The attorneys who will be responsible for the trial of the case shall attend the Final Pretrial Conference.
2. The parties jointly shall prepare a Proposed Final Pretrial Order and shall lodge it with the Court no later than **4:00 p.m.** on _____. Preparation and lodging of the Proposed Final Pretrial Order in accordance with the requirements of this Order shall be deemed to satisfy the disclosure requirements of Rule 26(a) (3) of the Federal Rules of Civil Procedure. The parties shall submit a copy of the Proposed Final Pretrial Order to the Court in Microsoft Word 2010 (.doc) format (or higher) by email to Willett_Chambers@azd.uscourts.gov.

1 3. The Proposed Final Pretrial Order shall include the information prescribed
2 in the Joint Proposed Final Pretrial Order form found at www.azd.uscourts.gov under
3 Judges Information/Orders, Forms and Procedures/Magistrate Judge Willett. Information
4 shall not be set forth in the form of a question, but shall be presented in concise narrative
5 statements.

6 4. Pursuant to Federal Rule of Civil Procedure 37(c), the Court will not allow
7 the parties to offer any exhibit, witness, or other evidence that was not disclosed in
8 accordance with the provisions of this Order and the Federal Rules of Civil Procedure
9 and listed in the Proposed Final Pretrial Order, except to prevent manifest injustice.

10 5. The parties shall exchange drafts of the Proposed Final Pretrial Order no
11 later than **14 days** before the submission deadline. The Plaintiff(s) shall have the burden
12 of initiating communications concerning the Proposed Final Pretrial Order.

13 6. The parties shall (a) meet in person and exchange copies of all exhibits to
14 be used at trial no later than **14 days** before the submission deadline for the Proposed
15 Final Pretrial Order (any exhibit not exchanged at this meeting shall be precluded at trial)
16 and (b) eliminate any duplicate exhibits while meeting to exchange exhibits.

17 7. The parties shall file and serve all motions in limine no later than 30 days
18 before the Final Pretrial Conference. Each party shall file all of its motions in limine in a
19 single document, with subheadings distinguishing one motion from another by number
20 (e.g., “Motion in Limine No. 1: [insert brief description of motion],” “Motion in Limine
21 No. 2: [insert brief description of motion],” etc.). **Unless prior leave of Court is**
22 **obtained for good cause shown, no party shall file more than five motions in limine,**
23 **including all subparts.** Each motion shall include proposed language for the order in
24 limine being sought from the Court, and the proposed language shall state with precision
25 the evidence that is subject to the proposed order and the limitation or exclusion placed
26 on the evidence. Responses to motions in limine shall be filed no later than 10 days after
27 the motions in limine are filed. No replies will be permitted. Counsel shall be prepared
28 to argue the merits of such motions at the Final Pretrial Conference.

1 8. If this case will be tried to a jury, the parties shall complete the following
2 tasks by the time of the lodging of the Proposed Final Pretrial Order:

3 (a) The parties shall file a stipulated description of the case to be read to the
4 jury.

5 (b) The parties jointly shall file a proposed set of voir dire questions. The Court's
6 standard civil voir dire questions are located on the Court's website at
7 www.azd.uscourts.gov under Judges Information/Orders, Forms and Procedures/
8 Magistrate Judge Willett. Any additional requested voir dire questions shall be drafted in
9 a neutral manner. To the extent possible, the parties shall stipulate to the proposed
10 questions. If the parties have any disagreement about a particular question, they shall
11 state the reason for their objection below the question. The parties shall also provide, for
12 the purposes of voir dire, a joint master list of the names of every witness who may be
13 called at trial.

14 (c) The parties shall file proposed jury instructions in accordance with
15 "Guidelines for Jury Instructions in Civil Cases" found at www.azd.uscourts.gov under
16 Judges Information/Orders, Forms and Procedures/Magistrate Judge Willett.

17 (d) Each party shall file a proposed form of verdict, including any proposed
18 special verdict forms or juror interrogatories.

19 (e) The joint statement of the case, proposed voir dire questions, proposed jury
20 instructions, and forms of verdict shall be submitted in Microsoft Word 2010 (.doc)
21 format (or higher) by email to Willett_Chambers@azd.uscourts.gov.

22 9. If the case will be tried to the Court, each party shall lodge proposed
23 findings of fact and conclusions of law with the Proposed Final Pretrial Order. The
24 proposed findings of fact and conclusions of law shall also be submitted in Microsoft
25 Word 2010 (.doc) format (or higher) by email to Willett_Chambers@azd.uscourts.gov.

26 10. The parties shall be prepared to advise the Court at the Final Pretrial
27 Conference of the status of settlement discussions. Should settlement be reached at any
28 time, the parties promptly shall file a Notice of Settlement with the Clerk of the Court.

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11. Counsel shall review Magistrate Judge Willett's statement of Trial Decorum and Conduct before the Final Pretrial Conference. A copy can be found on the Court's website at www.azd.uscourts.gov under Judges Information/Orders, Forms and Procedures/Magistrate Judge Willett.