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IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA

,)	No. CV - MHB
Plaintiff(s),)	ORDER SETTING FINAL PRETRIAL CONFERENCE
vs.)	
,)	
Defendant(s).)	

Pursuant to Rule 16(e) of the Federal Rules of Civil Procedure, a Final Pretrial Conference shall be held on __ at ____ in Courtroom 303, Sandra Day O'Connor U.S. Federal Courthouse, 401 W. Washington St., 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 must attend the Final Pretrial Conference.
2. The parties must prepare a Joint Proposed Final Pretrial Order and must 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 must be deemed to satisfy the disclosure requirements of Rule 26(a)(3) of the Federal Rules of Civil Procedure. The parties must submit a copy of the Proposed Final Pretrial Order to the Court in Word® format by email to burns_chambers@azd.uscourts.gov.

1 (b) The parties must jointly file a proposed set of voir dire questions. The voir dire
2 questions must be drafted in a neutral manner. To the extent possible, the parties must
3 stipulate to the proposed questions. If the parties have any disagreement about a particular
4 question, they must state the reason for their objection below the question. The parties must
5 also provide, for the purposes of voir dire, a joint master list of the names of every witness
6 who may be called at trial.

7 (c) The parties must file proposed jury instructions in accordance with “Guidelines
8 for Jury Instructions in Civil Cases” found at www.azd.uscourts.gov under “Judges’
9 Information/Orders, Forms and Procedures/Michelle H. Burns.”

10 (d) Each party must file a proposed form of verdict, including any proposed special
11 verdict forms or juror interrogatories.

12 (e) The joint statement of the case, proposed voir dire questions, proposed jury
13 instructions, and forms of verdict must be submitted in Word[®] by email to
14 burns_chambers@azd.uscourts.gov.

15 9. If the case will be tried to the Court, each party must lodge proposed findings
16 of fact and conclusions of law with the Proposed Final Pretrial Order. The proposed findings
17 of fact and conclusions of law must also be submitted in Word[®] by email to
18 burns_chambers@azd.uscourts.gov.

19 10. The parties must be prepared to advise the Court at the Final Pretrial
20 Conference of the status of settlement discussions. Should settlement be reached at any time,
21 the parties promptly must file a Notice of Settlement with the Clerk of the Court.

22 11. Counsel must review the Court’s statement of Trial Conduct and Decorum
23 before the Final Pretrial Conference. A copy can be found on the Court’s website at
24 www.azd.uscourts.gov under “Judges’ Information/Orders, Forms and Procedures/Michelle
25 H. Burns.”

26 12. The Court requires full and complete compliance with this Order.
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