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**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

,
Plaintiff,
v.
,
Defendants.

No. CV- - -PHX-ESW
ORDER

Pursuant to Rule 16(e) of the Federal Rules of Civil Procedure, a Final Pretrial Conference shall be held on **Select Date of Conf.**, at **Enter Time**, in Courtroom 305, Sandra Day O'Connor U.S. 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 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 [Date 20 days b/f PTC]**. 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

1 Willett_Chambers@azd.uscourts.gov.

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

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

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

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

18 7. The parties shall file and serve all motions in limine no later than 30 days
19 before the Final Pretrial Conference. Each motion in limine shall include proposed
20 language for the order in limine being sought from the Court, and the proposed language
21 shall state with precision the evidence that is subject to the proposed order and the
22 limitation or exclusion placed on the evidence. **Unless prior leave of Court is obtained**
23 **for good cause shown, no party shall file more than five motions in limine, including**
24 **all subparts.** Responses to motions in limine shall be filed no later than 10 days after the
25 motions in limine are filed. No replies will be permitted. The motions and responses
26 shall not exceed three (3) pages in length. Counsel shall be prepared to argue the merits
27 of such motions at the Final Pretrial Conference.

28 8. If this case will be tried to a jury, the parties shall complete the following

1 tasks by the time of the lodging of the Proposed Final Pretrial Order:

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

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

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

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

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

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

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

28 11. Counsel shall review Magistrate Judge Willett's statement of Trial Conduct

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and Decorum 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 & Procedures/ Magistrate Judge Willett.