

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

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

| | | |
|------------|--|--------------|
| , | | No. |
| Plaintiff, | | ORDER |
| v. | | |
| , | | |
| Defendant. | | |

IT IS ORDERED setting a Final Pretrial Conference for _____ at _____.

IT IS FURTHER ORDERED that the attorneys who will be responsible for the trial and the defendant shall attend the Final Pretrial Conference.

The parties shall be prepared to discuss the following at the conference:

- (1) trial schedule
- (2) voir dire procedure
- (3) number of witnesses
- (4) number of exhibits
- (5) marking exhibits and copies for the court
- (6) special equipment needs
- (7) need for interpreter
- (8) motions in limine or other outstanding motions.

IT IS FURTHER ORDERED that Motions in Limine shall be briefed as follows:
Motions in limine are due **two weeks** prior to the Final Pretrial Conference.

1 Responses to motions in limine are due **one week** prior to the final pretrial
2 conference.

3 No replies are permitted.

4 **IT IS FURTHER ORDERED** that **two weeks prior to trial** the parties will
5 complete the following tasks:

- 6 (1) The parties shall jointly file a **description of the case** to be read to the jury.
- 7 (2) The parties shall file a joint set of proposed **voir dire** questions. The voir
8 dire questions shall be drafted in a neutral manner.
- 9 (3) The parties shall file a set of jury instructions in the format provided in
10 Attachment 1 to this Order.
- 11 (4) The parties shall file **a joint list of witnesses**.
- 12 (5) Each party shall file all trial briefs, if any.
- 13 (6) The parties shall submit a joint proposed form of verdict, or if the parties are
14 not in agreement, each party shall file a proposed form of verdict.

15 **IT IS FURTHER ORDERED** directing the parties to submit their proposed jury
16 instructions and proposed forms of verdict (in Word) to the chamber's e-mail address,¹ in
17 addition to filing them with the Clerk of the Court.

18 **IT IS FURTHER ORDERED** that each party should discuss with the Courtroom
19 Deputy at the Final Pretrial Conference when to deliver marked exhibits.

20 **IT IS FURTHER ORDERED** that the parties shall discuss any outstanding plea
21 agreement because the Court will set a plea deadline at the conference.

22
23
24
25
26
27
28 _____
¹ Liburdi_Chambers@azd.uscourts.gov