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

,  
  
Plaintiff(s),  
  
v.  
  
,  
  
Defendant(s).

No.

**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 \_\_\_\_\_ in Courtroom \_\_\_\_, Sandra Day O’Connor United States Courthouse, 401 W. Washington St., Phoenix, Arizona 85003-2151. In preparation for this Final Pretrial Conference,

**IT IS ORDERED:**

1. The attorneys who will be responsible for the trial of the case must attend the Final Pretrial Conference. Counsel must bring their calendars so that trial scheduling can be discussed.
2. The parties jointly must prepare a 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 will 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 e-mail to [morrissey\\_chambers@azd.uscourts.gov](mailto:morrissey_chambers@azd.uscourts.gov).

1           3.     The Proposed Final Pretrial Order must include the information prescribed  
2 in the Joint Proposed Final Pretrial Order form found at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under:  
3 “Judges’ Information, Orders, Forms & Procedures/ Morrissey, Michael T.” Information  
4 must not be set forth in the form of a question, but must be presented in concise narrative  
5 statements.

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

10          5.     The parties must exchange drafts of the Proposed Final Pretrial Order **at least**  
11 **14 days** before the submission deadline. The Plaintiff(s) must initiate communications  
12 concerning the Proposed Final Pretrial Order.

13          6.     The parties must (a) number and mark exhibits in accordance with the  
14 instructions found in Exhibit Marking Instructions at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under  
15 “Judges’ Information, Orders, Forms & Procedures (such numbers shall correspond to  
16 exhibit numbers listed in the Proposed Final Pretrial Order); (b) meet in person to exchange  
17 marked copies of all exhibits to be used at trial **at least 14 days** before the submission  
18 deadline for the Proposed Final Pretrial Order (any exhibit not marked and exchanged at  
19 this meeting will be precluded at trial); and (c) eliminate any duplicate exhibits while  
20 meeting to exchange exhibits.

21          7.     The parties must file and serve all motions in limine no later than \_\_\_\_\_.  
22 Responses to motions in limine must be filed on or before \_\_\_\_\_. Each motion in limine  
23 must include proposed language for the order in limine being sought from the Court, and  
24 the proposed language must state with precision the evidence that is subject to the proposed  
25 order and the limitation or exclusion placed on the evidence. The motions and responses  
26 must be concise and not exceed five pages in length. No replies shall be filed. Counsel  
27 must be prepared to argue the merits of such motions at the Final Pretrial Conference.

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

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

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

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

9 (c) The parties must file proposed jury instructions in accordance with  
10 “Guidelines for Jury Instructions in Civil Cases” found at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under  
11 “Judges’ Information, Orders, Forms & Procedures/ Morrissey, Michael T.”

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

14 (e) The joint statement of the case, proposed voir dire questions, proposed jury  
15 instructions, and forms of verdict shall be submitted in Word<sup>®</sup> format by e-mail to  
16 [morrissey\\_chambers@azd.uscourts.gov](mailto:morrissey_chambers@azd.uscourts.gov).

17 9. If the case will be tried to the Court, each party must lodge proposed findings  
18 of fact and conclusions of law with the Proposed Final Pretrial Order. The proposed  
19 findings of fact and conclusions of law must also be submitted in Word<sup>®</sup> format by e-mail  
20 to [morrissey\\_chambers@azd.uscourts.gov](mailto:morrissey_chambers@azd.uscourts.gov).

21 10. To facilitate the creation of an accurate record, the parties must file a “Notice  
22 to Court Reporter” **at least seven days before trial** containing the following information  
23 that may be used at trial.

24 (a) Proper names, including those of witnesses.

25 (b) Acronyms.

26 (c) Geographic locations.

27 (d) Technical (including medical) terms, names or jargon.

28 (e) Case names and citations.

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(f) Pronunciation for unusual or difficult words or names.

Please also send (or transmit electronically) to the court reporter a copy of the concordance from key depositions.

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

12. Counsel must review the Court’s statement of Trial Conduct and Decorum before the Final Pretrial Conference. A copy can be found on the Court’s website at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under “Judges and Courtrooms/Orders, Forms & Procedures/Morrissey, Michael T.”

13. The Court requires full and complete compliance with this Order.