

**VIRTUAL PRE-TRIAL CHECKLIST and ORDER CONTROLLING TRIAL**  
**(Osceola Division 20 – Judge Margaret H. Schreiber)**  
*(Pursuant to Fla. R. Civ. P. 1.2000 (d))*

CASE #: \_\_\_\_\_ P/T DATE: \_\_\_\_\_

CASE STYLE: \_\_\_\_\_

Estimate Length of Trial: \_\_\_\_\_ days Jury Trial:  Yes  No

1. **Joint Meeting of Counsel:** Completed?  Yes  No If no, date it is scheduled for: \_\_\_\_\_
2. **Joint PT Statement:** Filed?  Yes  No If no, date by which it will be filed: \_\_\_\_\_
3. **Mediation:** Held?  Yes  No When held or scheduled? \_\_\_\_\_
4. **Motions in Limine:** Filed prior to this pre-trial conference?  Yes  No -  None

*Must be scheduled and heard no later than **one week prior** to the beginning of the trial period. You must comply with Division 20's Standing Order on Motions in Limine, found at [www.ninthcircuit.org](http://www.ninthcircuit.org)*

5. **Have the parties filed their Depo Designations, Counter-Designations and Objections?**  Yes  No

- *If yes, provide a blank Order for the Court with columns for the designation (page and line), objection, and a place for the Court to rule. The Court will rule in chambers. Pursuant to the Uniform Order Setting Case for Trial, must be disclosed in writing (citing page and line numbers) (i) **30 days** before the Pre-Trial Conference (designations), and (ii) **20 days** before the Pre-Trial Conference (counter-designations)*

6. Time Estimates:	<i>Voir Dire:</i>	<i>Opening Statement:</i>	<i>Closing Argument</i> <i>(to include rebuttal)</i>
Plaintiff (1)	_____ min/hr	_____ min/hr	_____ min/hr
Plaintiff (2)	_____ min/hr	_____ min/hr	_____ min/hr
Defendant (1)	_____ min/hr	_____ min/hr	_____ min/hr
Defendant (2)	_____ min/hr	_____ min/hr	_____ min/hr

7. **Jury: Venire** – # requested? \_\_\_\_\_ **Alternate(s)** – # requested? \_\_\_\_\_  
**Peremptory Challenges** (3 per party): Total: Plaintiff: \_\_\_\_\_ Def #1: \_\_\_\_\_ Def #2: \_\_\_\_\_

8. **Pending Motions, Special Provisions or Concerns?**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BE AWARE OF THE FOLLOWING ADDITIONAL REQUIREMENTS**

9. **Exhibits and Demonstrative Aids:** Per the Uniform Order Setting Case for Trial, all exhibits and demonstrative aids (including Power Point Presentations) must be exchanged, initialed by counsel for all parties, and tagged and marked for identification. Any objections must be separately noted. Demonstrative aids may **NOT** be used during Opening Statement without (i) agreement or (ii) **prior** (*before the first day of trial*) court order. Contact Melissa (Trial Clerk) at [Melissa.Burr@osceolaclerk.org](mailto:Melissa.Burr@osceolaclerk.org) for evidence tags and instructions.
10. **Stipulations – Admissions – Waivers of Custodians:** Must be in writing if seeking Court enforcement

- 11. **Trial Briefs:** Not required, but if you choose to submit them, please provide hard copies to Judge Schreiber’s Chambers (6410) at least **five (5) working days** prior to trial to allow adequate time for review
- 12. **Judicial Notice:** Follow the Evidence Code, Section 90.201-90.207, Florida Statutes
- 13. **Witness Disclosure during Trial:** The next day’s witnesses shall be disclosed at the end of each trial day
- 14. **Expert Opinions:** Not admissible if not expressed in deposition or in an expert report (*unless no report was created and no deposition was taken*)
- 15. **Audio/video equipment – DO NOT WAIT UNTIL TRIAL TO TEST EQUIPMENT** – Contact the IT Support department at <http://www.ninthcircuit.org/services/technology-support> or call **407-742-2488** before the first day of trial.
- 16. **Jury Instructions and Verdict Forms** –
  - Exchanged no later than 10 days prior to the Pre-Trial Conference
  - Submitted to the Judge at the Pre-Trial Conference. File originals with the Clerk and provide a Copy in **MS Word** (*in Times New Roman font – 14 pt. double spaced*) - to the Judge – either via USB flash delivered to the Court or via email to Wendy Blair, JA, at [ctjawb1@ocnjcc.org](mailto:ctjawb1@ocnjcc.org)
- 17. Be familiar with Judge Schreiber’s and the Ninth Judicial Circuit’s guidelines, procedures, expectations and policies, all of which can be found at <https://www.ninthcircuit.org/about/judges/circuit/margaret-h-schreiber>.

VENIRE REQUEST: \_\_\_\_\_ - NUMBER OF ALTERNATES: \_\_\_\_\_

TIME CERTAIN DATE SET FOR TRIAL (IF APPLICABLE): \_\_\_\_\_

TENTATIVE DATE SET FOR TRIAL: \_\_\_\_\_ # \_\_\_\_\_

YOU MAY BE CALLED AT **ANY TIME** DURING THE TRIAL PERIOD. **YOU ARE ON STAND-BY FOR THE ENTIRE TRIAL PERIOD.** JUDGE SCHREIBER’S JA WILL DISTRIBUTE A TRIAL LIST WITH CASE NAMES AND NUMBERS, ATTORNEY NAMES AND CONTACT INFORMATION.

YOU ARE RESPONSIBLE FOR CONTACTING COUNSEL AHEAD OF YOU ON THE TRIAL LIST TO FIND OUT WHEN YOU MAY BE CALLED, OR YOU MAY CONTACT WENDY BLAIR AT [CTJAWB1@OCNJCC.ORG](mailto:CTJAWB1@OCNJCC.ORG). ALL TRIAL DATES (UNLESS OTHERWISE NOTED ON THE ORDER SETTING TRIAL) START AT 9:00 A.M. IN OSCEOLA COURTROOM 5-E.

**DONE AND ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, **2022.**

\_\_\_\_\_  
**MARGARET H. SCHREIBER,**  
 Circuit Judge – Division 20  
*(Amended 02/08/2022)*