

DIVISION 48
ORDER CONTROLLING TRIAL AND PRE-TRIAL CHECKLIST

(Pursuant to Fla. R. Civ. P. 1.200(d))

**Email to Judicial Assistant (do not file) completed checklist
prior to Pre-Trial Conference**

CASE #: _____-CA_____ -O

P/T DATE: ____/____/20____

CASE STYLE: _____ vs _____

Attorney(s) for Plaintiff(s)

_____ for _____ (1)

_____ for _____ (2)

Attorney(s) Defendant(s)

_____ for _____ (1)

_____ for _____ (2)

_____ for _____ (3)

Circle or Check the following as Appropriate:

- Jury / Non-Jury
Duration: _____ Hours/Days
Court Reporter provided by: Pltf. or Def. # _____ Interpreter: Yes / No: Pltf. or Def. # _____
Rule of Sequestration Invoked? Yes / No If YES: Before voir dire / opening

- JOINT PRE-TRIAL STIP. filed? Yes / No
If "No," will be filed by: _____
Jury Trials Only: Statement of case to be read to venire: Yes / No In Jt. Stip.: Yes / No

	<u>Witness List</u>	<u>Exhibit List</u>	<u>Expert List</u>	<u>P/T Statement</u>
	<u>Filed?</u>	<u>Filed?</u>	<u>Filed?</u>	<u>Filed?</u>
Plaintiff:	Y / N	Y / N	Y / N	Y/N
Defendant (1):	Y / N	Y / N	Y / N	Y/N
Defendant (2):	Y / N	Y / N	Y / N	Y/N
Defendant (3):	Y / N	Y / N	Y / N	Y/N
Defendant (4):	Y / N	Y / N	Y / N	Y/N

- EXHIBITS: Must be Exchanged / Pages must be numbered and initialed / Objections must be noted / Must be Tagged* (**All exhibits must be marked before the first day of trial. Tags are available from the Trial Clerk.*)

- DEMONSTRATIVE AIDS: Must be Exchanged / Must be Initialed / Must be Marked / Must agree to use in opening or obtain prior (before the day of trial) court order allowing use. *This includes Power Point Slides!*

5. MEDIATION: Held? Yes / No; If “no,” is mediation scheduled? Yes / No
Is settlement Still a Possibility? Yes / Maybe / No

6. DEPOSITIONS, INTERROGATORIES & REQUEST AND RESPONSES TO ADMISSIONS:
If they are to be shown or used for impeachment:
 - Copies: Bring two (2) hard copies of any deposition to be used to court.
 - Designations/Cross Designations: Must be disclosed in writing (pages/lines) within the following time frame:
 - By the party offering the testimony: 4 days after pretrial.
 - Cross Designations in response to the designations: 8 days after pretrial.
 - Objections: Objections to portions of depositions must be called up, set for hearing, and ruled upon no later ten (10) days after the pretrial.

7. STIPULATIONS, ADMISSIONS, AGREEMENTS AND WAIVERS: Must be in writing.

8. MOTIONS IN LIMINE: Must be filed before Pre-trial and HEARD BEFORE trial week. See www.ninthcircuit.org for Division 48’s Standing Order on Procedures for Motions in Limine.

9. Case set for trial period beginning _____.

10. TRIAL BRIEFS: If jury trial, not required. If non-jury trial, hard copies must be delivered to Judge’s Chambers as well as a copy emailed in Word to Chambers, or in the alternative, provided via DropBox, OneDrive, Google Drive, or similar online sharing platform, at least three (3) business days before trial.

11. TIME ESTIMATES AND ALLOTMENTS:

	<i>Voir Dire</i> (if Jury Trial)	Opening Statement	Closing Argument
Plaintiff:	_____ min. / hr.	_____ min. / hr.	_____ min. / hr.
Defendant (1):	_____ min. / hr.	_____ min. / hr.	_____ min. / hr.
Defendant (2):	_____ min. / hr.	_____ min. / hr.	_____ min. / hr.
Defendant (3):	_____ min. / hr.	_____ min. / hr.	_____ min. / hr.
Defendant (4):	_____ min. / hr.	_____ min. / hr.	_____ min. / hr.

12. JUDICIAL NOTICE: Please follow the Evidence Code Fla. Stat. 90.201 - 207.

13. AV EQUIPMENT: If you will need audio/video assistance during trial, please complete the online “A/V Request Form” on the Court’s website www.ninthcircuit.org under “Services” and then “Technology Support.”

14. WITNESS DISCLOSURE: Each attorney will advise opposing counsel of the next day’s witnesses at the end of each day.

15. PENDING MOTIONS AND POSSIBLE DISCOVERY ISSUES:
 - (1) _____
 - (2) _____
 - (3) _____
 - (4) _____

16. EXPERT OPINIONS: Not admissible if not expressed in Expert Report or at Deposition (*unless none provided or deposition not taken*).
17. JURY INSTRUCTIONS / VERDICT FORMS: Proposed jury instructions and verdict forms must be submitted both in hard copy to chambers and electronically in *Word* to the Judicial Assistant at 48orange@ninthcircuit.org no later than seven (7) days *before* the start of the trial with the deadline set in Court as _____.
18. VOIR DIRE: Preemptory challenges (3 per party). Total # of challenges: _____;
 Venire size: _____; Alternates (#): _____
19. SPECIAL PROVISION OR CONCERNS:

20. _____ AMENDED NINTH JUDICIAL CIRCUIT COURTROOM DECORUM POLICY: All attorneys are expected to have read and become familiar with these policies, which can be found on Division 48's page at www.ninthcircuit.org.

SIGNATURES:

Attorney(s) for Plaintiff(s)

_____ for _____ (1)
 _____ for _____ (1)

Attorney(s) for Defendant(s)

_____ for _____ (1)
 _____ for _____ (2)
 _____ for _____ (3)

DO NOT WRITE BELOW THIS LINE

Tentative date set for trial: _____ # _____;

May be on standby for earlier call; if on stand-by, check with Counsel on cases before you or email the Judicial Assistant at 48orange@ninthcircuit.org. All trial dates unless otherwise noted on the trial order start at 9:30 a.m. in Courtroom 10-A.

DONE and ORDERED this _____ day of _____, 20 ____.

 Circuit Court Judge