

# PRE-TRIAL CONFERENCE CHECKLIST AND ORDER CONTROLLING TRIAL

Review Business Court Procedures (BCP) §9

**Bring (do not file) completed Checklist to Pre-Trial Conference**

Case Style: _____ vs _____	Case # ____-CA____-O	PTC Date: ____/____/20____
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Plaintiff(s) Attorney(s):	Defendant(s) Attorney(s):	
		for (1)
		for (2)
		for (3)
		for (4)

1	<b>Trial Length</b> _____ days/weeks - <b>Jury Trial or Non-Jury Trial</b> (circle one)  Parties are held accountable for their estimates and requested length of trial.
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2	<b>Joint Final PT Statement</b> See BCP Section 9 <b>filed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  Date Filed/Due _____	<b>Court Reporter:</b> <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Shared <input type="checkbox"/> No	<b>Interpreter:</b> <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Shared <input type="checkbox"/> No	<b>Pursuant to BCP 9.1</b> <b>Joint Meeting of Counsel Completed:</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No  Date of Meeting/Due _____
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	<u>Plaintiff</u>	<u>Defendants</u>	<u>Third/Fourth Party Defendants</u>
<b>Stipulated Facts Filed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Witness List filed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Exhibit List filed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Expert List filed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>P/T Statement filed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Deposition Designations/Counter Designations for case in chief filed:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> None
<b>Joint Jury Instructions &amp; Verdict Form via USB Drive</b> <small>(format: Word – 14 pt. – Times New Roman)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

3 **Exhibits:**  Exchanged  Objections, if any, separately noted  
All exhibits must be tagged and marked for identification Prior to the first day of trial. Contact the Clerk's Office for evidence tags and instructions.

4 **Demonstrative Aids:** All demonstrative aids (including Power Point Presentations), shall not contain the name of the attorney/law firm and shall not be shown to the jury without agreement or prior court order, with the exception of closing arguments. Parties encouraged to exchange and initial demonstrative aids prior to trial to avoid costly last minute changes.  
 Exchanged  Initialed  Marked by the clerk  Not Exchanged

5 **Mediation held?**  Yes  No **When:** \_\_\_\_\_

6 **DEPOS TO BE READ / SHOWN / IMPEACH**  
 Designations of the portions of written/video depositions that are to be published at trial must be disclosed in writing.  
 Objections? BCP 9.2(d)  
 Copies for Court.

7  **Stipulations – Admissions – Waivers of Custodians** *Must Be In Writing if seeking Enforcement by Court.*

8  **Motions in Limine** filed prior to this pre-trial conference?  Yes  No -  None  
(They must be scheduled and heard prior to Pre-Trial Conference if Oral Argument is granted)  
(See CMO & BCP 10.2)

9  **Trial Briefs** to be provided to Judge Jordan's Chambers at least (10) days prior to the first day of trial period.  
(See BCP 10.1)

10  **Will a view of scene be necessary?**  Yes  No  **Judicial Notice** – See Florida Evidence Code F.S. 90.201-207 unless stipulation.

11  If either party plans on using audio/video equipment for trial, suggest they contact the Orange Court Audio/Visual Dept. at 407-836-0522 or see <http://www.ninthcircuit.org/services/technology-support> before the day of trial. Court Room will open no later than 8:30 am to allow parties to test equipment during trial.

12  Agree upon and draft a concise but complete Statement of the Case to be read by the Judge at the beginning of voir dire.



**Attorney Signatures:**

\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE – FOR COURT USE ONLY**

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17	<p><b>Tentative Trial Date:</b> _____, 20__ #_____; <b>But on Standby for earlier call</b> - Check with Counsel on cases before you or Cathy Stephens, Judicial Assistant (43Orange@ninthcircuit.org).</p> <p>All trial dates unless otherwise noted on the trial order start at 9:00 a.m. to be heard in <b>Court Room:</b> _____</p> <p><input type="checkbox"/> <b>Orange County Court House, 425 N. Orange Ave., Orlando, FL 32801</b></p>
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**Done and Ordered** on \_\_\_\_ of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
John E. Jordan, Circuit Judge

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the foregoing was filed with the Clerk of the Court this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by using the Florida Courts E-Filing Portal System. Accordingly, a copy of the foregoing is being served on this day to all attorney(s)/interested parties identified on the ePortal Electronic Service List, via transmission of Notices of Electronic Filing generated by the ePortal System.

Cathy Stephens, Judicial Assistant to Judge John E Jordan