

**PRE-TRIAL ORDER and CHECKLIST**  
**(Division 35 – Judge Margaret H. Schreiber)**  
**Courtroom 19-B, Hearing Room 2000.02, Orange County Courthouse**  
**(Pursuant to Fla. R. Civ. P. 1.200 (d))**

CASE #: \_\_\_\_\_

P/T DATE: \_\_\_\_\_

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

Estimated Length of Trial: \_\_\_\_\_ days

Jury Trial:  Yes  No

**Attorney(s) for Plaintiff(s)**

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

**Attorney(s) Defendant(s)**

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

- Motions in Limine:** Must be scheduled and heard no later than **one week prior** to the beginning of the trial period. Comply with Division 35's Standing Order on Motions in Limine, found at [www.ninthcircuit.org](http://www.ninthcircuit.org).
- Deposition Designations:** All objections must be ruled on **PRIOR** to the start of the trial period. Submit the deposition (highlighted to show designations and objections) together with a blank Order identifying the designation (page and line), the objection, and leaving a place for the Court to rule. The Court will rule in chambers without hearing.
- Time Estimates:**  
**Voir Dire:** 2 hours      **Opening Statement:** 1 hour      **Closing Argument** 1 hour (to include rebuttal)

**Note:** Subject to modification at trial. Times may be increased or decreased at time of trial by the Court or upon reasonable request of a party. Times are per side (not per party), unless otherwise stated.

**Modifications (if any):** \_\_\_\_\_

- Jury: Venire:** Number: \_\_\_\_\_ **Alternate(s):** Number: \_\_\_\_\_  
**Peremptory Challenges** (3 per party) for: Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_ **Total:** \_\_\_\_\_

- Rule of Sequestration:**  Not invoked  Invoked **When?**  Before voir dire  Before opening

**6. Pending Motions, Special Provisions or Concerns: (List below)**

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**BE AWARE OF THE FOLLOWING REQUIREMENTS**

**7. Exhibits and Demonstrative Aids:**

Per the Uniform Order Setting Case for Trial, all exhibits and demonstrative aids (including Power Point Presentations and Trial Exhibits) must be exchanged, initialed by counsel for all parties, and tagged and marked for identification **PRIOR** to the first day of trial. Any objections must be separately noted and brought to the attention of the Court. Demonstrative aids may **NOT** be used during Opening Statement without (i) agreement or (ii) **prior** (*before the first day of trial*) court order. Please contact Kim Ferguson (Trial Clerk) at [kim.ferguson@myorangeclerk.com](mailto:kim.ferguson@myorangeclerk.com) or go to Orange County Courthouse Room 150 for additional evidence tags and instructions.

**8. Stipulations – Admissions – Waivers of Custodians:** Must be in writing if seeking Court enforcement

**9. Trial Briefs:** Not required, but if you choose to submit them, provide hard copies to Judge Schreiber’s Chambers (2030) at least **five (5) business days** prior to trial to allow adequate time for review.

**10. Judicial Notice:** Follow the Evidence Code, Section 90.201-90.207, Florida Statutes

**11. Witness Disclosure during Trial:** The next day’s witnesses shall be disclosed at the end of each trial day

**12. Expert Opinions:** Are not admissible if not expressed in deposition or in an expert report (*unless no report was created and no deposition was taken*)

**13. Audio/video equipment – DO NOT WAIT UNTIL TRIAL TO TEST EQUIPMENT –** Contact the Ninth Circuit’s Technology Support department at <http://www.ninthcircuit.org/services/technology-support> or call [407-836-0522](tel:407-836-0522) **before** the first day of trial.

**14. Jury Instructions/Verdict Forms -** File originals with the Clerk and provide a copy no later than 3 business days prior to the first day of trial to the Judge – either via USB flash drive or via email to **Michelle Mears, JA**, at [MMears@ninthcircuit.org](mailto:MMears@ninthcircuit.org). Include standard jury numbers and submit in MS Word (*Times New Roman font – 12 pt. double spaced*). Early substantive jury instructions (including the law) will be given **prior** to opening statements

15. Be familiar with Judge Schreiber’s **Guidelines, Procedures, Expectations and Policies for Division 35** and the **Amended Ninth Judicial Circuit Courtroom Decorum Policy**, both of which can be found at: <https://www.ninthcircuit.org/about/judges/circuit/margaret-h-schreiber>.

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

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

TIME CERTAIN TRIAL DATE? Yes: \_\_\_\_\_ No: \_\_\_\_\_

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 PRIORITY 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 MICHELLE MEARS AT [MMears@NinthCircuit.org](mailto:MMears@NinthCircuit.org). ALL TRIAL DATES (UNLESS OTHERWISE NOTED ON THE ORDER SETTING TRIAL) START AT 9:30 A.M. IN COURTROOM 19-B, ORANGE COUNTY COURTHOUSE. PLEASE ARRIVE AND BE PREPARED TO BEGIN BY 9:00.

**DONE AND ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
**MARGARET H. SCHREIBER**  
Circuit Judge – Division 35

If there are parties not receiving service through the Florida Courts e-filing Portal, counsel will serve a copy of the order via U.S. Mail to the non-e-filing parties and file a certificate of service in the court file no later than three days from the date of this order.

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled (at no cost to you) to the provision of certain assistance. Please contact the ADA Coordinator, Human Resources, Orange County Courthouse, 425 N. Orange Avenue, Suite 510, Orlando, Florida, (407) 836-2303, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days. If you are hearing or voice impaired, call 711.**