

**PRETRIAL CHECKLIST AND ORDER CONTROLLING TRIAL**  
**Osceola Division 22, Judge Tom Young**  
**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 \_\_\_\_\_ (1)  
\_\_\_\_\_ for \_\_\_\_\_ (2)

Attorney(s) Defendant(s)

\_\_\_\_\_ for \_\_\_\_\_ (1)  
\_\_\_\_\_ for \_\_\_\_\_ (2)  
\_\_\_\_\_ for \_\_\_\_\_ (3)  
\_\_\_\_\_ for \_\_\_\_\_ (4)

1. \_\_\_\_\_ will order the **Court Reporter**. Cost [ ] will [ ] will not be shared.
2. Is an **Interpreter** needed? ☐ Yes ☐ No If yes, cost [ ] will [ ] will not be shared.
3. When was the **Joint PT Stipulation** filed? \_\_\_\_\_ If not yet filed, it will be filed by \_\_\_\_\_.
4. Has the **Joint Meeting of Counsel been completed**? ☐ Yes ☐ No If no, when is it scheduled? \_\_\_\_\_.
5. Has Plaintiff (#1) filed the **Witness List**? ☐ Yes ☐ No **Exhibit List**? ☐ Yes ☐ No **Expert Witness List**? ☐ Yes ☐ No  
**PT Statement**? ☐ Yes ☐ No **Depo Designations / Counter Designations** (*case in chief*) ☐ Yes ☐ No
6. Has Plaintiff (#2) filed the **Witness List**? ☐ Yes ☐ No **Exhibit List**? ☐ Yes ☐ No **Expert Witness List**? ☐ Yes ☐ No  
**PT Statement**? ☐ Yes ☐ No **Depo Designations / Counter Designations** (*case in chief*) ☐ Yes ☐ No
7. Has Defendant (#1) filed the **Witness List**? ☐ Yes ☐ No **Exhibit List**? ☐ Yes ☐ No **Expert Witness List**?  
☐ Yes ☐ No  
**PT Statement**? ☐ Yes ☐ No **Depo Designations / Counter Designations** (*case in chief*) ☐ Yes ☐ No
8. Has Defendant (#2) filed the **Witness List**? ☐ Yes ☐ No **Exhibit List**? ☐ Yes ☐ No **Expert Witness List**? ☐ Yes  
☐ No  
**PT Statement**? ☐ Yes ☐ No **Depo Designations / Counter Designations** (*case in chief*) ☐ Yes ☐ No

9. Has Defendant (#3) filed the **Witness List?** ☐Yes ☐No **Exhibit List?** ☐Yes ☐No **Expert Witness List?** ☐Yes ☐No
- PT Statement?** ☐Yes ☐No **Depo Designations / Counter Designations** (*case in chief*) ☐Yes ☐No
10. Has Defendant (#4) filed the **Witness List?** ☐Yes ☐No **Exhibit List?** ☐Yes ☐No **Expert Witness List?** ☐Yes ☐No
- PT Statement?** ☐Yes ☐No **Depo Designations / Counter Designations** (*case in chief*) ☐Yes ☐No
11. **Exhibits and Demonstrative Aids:** 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 **BEFORE** 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 agreement in writing or court order rendered **before the first day of trial**. Contact Betsy Corbell (Evidence Clerk) at [Betsy.Corbell@osceolaclerk.org](mailto:Betsy.Corbell@osceolaclerk.org) for evidence tags and instructions.
12. **Mediation:** Has Mediation been held? ☐ Yes ☐ No When held or scheduled? \_\_\_\_\_  
Is settlement still a possibility? ☐Yes ☐No ☐Maybe
13. **Deposition Designations and Cross-designations** must be disclosed in writing with citations to page and line numbers:
- By the party offering the testimony: **30 days** prior to Pretrial Conference;
  - Cross-designations are due: **20 days** prior to the Pretrial Conference; and
  - Objections to any designated portions of depositions must be ruled on **PRIOR TO TRIAL**. The party designating or cross-designating must submit the complete deposition containing the designations, together with a chart identifying the page and line number, the objection(s), and providing space for the Court's ruling.
- Noncompliance with any of these requirements may result in an adverse ruling.
14. **Stipulations – Admissions – Waivers of Custodians:** Must be in writing in order to obtain Court enforcement.
15. **Motions in Limine:** Filed prior to this pretrial conference? ☐ Yes ☐ No - ☐ None  
Must be scheduled and heard no later than **one week before** the beginning of the trial period. Moving parties must comply with Division 22 Procedures found at <https://ninthcircuit.org/judges/circuit/tom-young>.
16. **Trial Briefs** are not required, but parties choosing to submit them, provide an electronic copy to Judge Young via email to [22osceola@ninthcircuit.org](mailto:22osceola@ninthcircuit.org) at least **five business (5) business days** before trial.
17. **Judicial Notice:** Requests must comply with sections 90.201 through 90.207, Florida Statutes.
18. **Witness Disclosure:** Parties must disclose the next day's witnesses at the end of each trial day.
19. **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)
20. **Audio/video equipment for trial:** Parties intending to use any courtroom technology should contact the Ninth Circuit's Technology Support department at [help\\_osceola@ocnjcc.org](mailto:help_osceola@ocnjcc.org) or 407-742-2488 before the first day of trial. **Do not wait until trial to test equipment.**

21. Time Estimates:	<i>Voir Dire:</i>	<i>Opening Statement:</i>	<i>Closing Argument</i> (to include rebuttal)
Plaintiff (1)	_____ min/hr	_____ min/hr	_____ min/hr
Plaintiff (2)	_____ min/hr	_____ min/hr	_____ min/hr
Def (1)	_____ min/hr	_____ min/hr	_____ min/hr
Def (2)	_____ min/hr	_____ min/hr	_____ min/hr
Def (3)	_____ min/hr	_____ min/hr	_____ min/hr
Def (4)	_____ min/hr	_____ min/hr	_____ min/hr

22. **Rule of Sequestration:** ☐ Invoked before *voir dire* ☐ Invoked before opening ☐ Not invoked

23. **Jury Instructions and Verdict Forms:** No fewer than three (3) business days before the first day of trial, counsel must file requested jury instructions with the Clerk and provide a copy to the Judge in **MS Word** format either via USB flash delivered to Chambers or via email to [22osceola@ninthcircuit.org](mailto:22osceola@ninthcircuit.org). Requested instructions must include (a) early Substantive Jury Instructions, including the law, requested to be given prior to opening statements, and (b) final Jury Instructions requested to be given before closing argument. Jurors will be permitted to take notes and ask questions of witnesses See § 40.50, Fla. Stat.; Fla. R. Civ. P. 1.452.

24. **Venire:** Number requested? \_\_\_\_\_ Number of alternates requested? \_\_\_\_\_  
Peremptory Challenges: Plaintiff \_\_\_\_\_ Defendant \_\_\_\_\_

25. Read and comply with the **Professionalism Expectations** of The Florida Bar and the **Ninth Judicial Circuit Courtroom Decorum Policy**, both of which can be found at <https://ninthcircuit.org/judges/circuit/tom-young>.

26. **Pending Motions, Special Provisions or Concerns:**

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**Remainder of page intentionally blank**

I have read and acknowledge the foregoing. I understand that I must notify the Court immediately upon settlement of the case.

*Pro se Party or Attorney Signatures:*

_____	for _____
Printed Name: _____	Party _____
_____	for _____
Printed Name: _____	Party _____
_____	for _____
Printed Name: _____	Party _____
_____	for _____
Printed Name: _____	Party _____
_____	for _____
Printed Name: _____	Party _____

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

Venire Request: \_\_\_\_\_ Number of Alternates: \_\_\_\_\_

Tentative date set for trial: \_\_\_\_\_ #\_\_\_\_\_ Parties are on Standby for an earlier trial call. Counsel should maintain contact with counsel higher on the trial list or contact the Judicial Assistant at [22osceola@ninthcircuit.org](mailto:22osceola@ninthcircuit.org). All trial dates (unless otherwise noted on the trial order) start at 8:45 a.m. in Courtroom 5C in the Judge Jon B. Morgan Osceola County Courthouse.

DONE AND ORDERED on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Tom Young  
Circuit Judge