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| **PRE-TRIAL CONFERENCE CHECKLIST AND ORDER CONTROLLING TRIAL**  Review Division 40 Procedures  **Email (do not file) completed Checklist no later than 5 days before PTC**  **(If case previously continued, parties shall complete and email UPDATED Checklist)** |

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| **Case Style:** | **Case #**  -CA -O | **PTC Date:** |

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| **Plaintiff(s) Attorney(s):** | | | **Defendant(s) Attorney(s):** | | | | | |
|  | | |  | | for | | (1) |
|  | | |  | | for | | (2) |
|  | | |  | | for | | (3) |
|  | | |  | | for | | (4) |
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| 1 | **Joint Final PT Statement**  **filed:** Yes No  Date Filed/Due\_\_\_\_\_\_\_\_\_ | **Court Reporter:**  Plaintiff Defendant  Shared No  (Court Reporter must be present in same room as Judge) | | **Interpreter:**  Plaintiff Defendant  Shared  No | | **Joint Meeting of Counsel Completed:**  Yes No  Date of Meeting/Due\_\_\_\_\_\_\_\_\_ | | | |

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|  | **Plaintiff** | **Defendants** | **Third/Fourth Party Defendants** |
| **Stipulated Facts Filed:** | Yes No | Yes No | Yes No |
| **Witness List filed:** | Yes No | Yes No | Yes No |
| **Exhibit List filed:** | Yes No | Yes No | Yes No |
| **Expert List filed:** | Yes No | Yes No | Yes No |
| **P/T Statement filed:** | Yes No | Yes No | Yes No |
| **Deposition Designations/Counter Designations for case in chief filed:** | Yes No None | Yes No None | Yes No None |
| **Joint Jury Instructions & Verdict Form via USB Drive**  (format: Word – 14 pt. – Times New Roman) | Yes No | Yes No | Yes No |

Revised 8-8-2025

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| 2 | **Exhibits:** Exchanged;  Initialed - \_\_\_ Electronically or \_\_\_ Personally; Objections, if any, separately noted. Estimate hearing time to address all noted objections \_\_\_\_ minutes. (See Page 4 for date/time of Court scheduled hearing.) **All Objections must be heard no later than first day of the trial docket.**  All exhibits must be tagged and marked for identification Prior to the first day of trial. Contact the proper Clerk’s Office for evidence tags and instructions. |

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| 3 | **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 |

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| 4 | **Mediation held?** Yes No **When**: |

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| 5 | **DEPOS TO BE READ / SHOWN / IMPEACH**  Designations/Counter Designations of the portions of written/video depositions that are to be published at trial must be disclosed in writing. Objections? Copies for Court. |

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| 6 | **Stipulations – Admissions – Waivers of Custodians**  *Must Be In Writing if seeking Enforcement by Court.* |

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| 7 | **Motions in Limine** filedper Case Management Order? Yes No - **None**  (They must be scheduled and heard prior to Pre-Trial Conference)  **Attorneys responsible to advise their witnesses and clients of rulings on Motion in Limine. If unsure of any part of the Motion in Limine Order(s), attorneys shall seek clarification from Court before witness testifies.** |

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| 8 | **Trial Briefs** to be provided to Judge Jordan’s Chambers at least (10) days prior to the first day of trial period. |

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| 9 | **Will a view of scene be necessary?** Yes No **Judicial Notice** – See Florida Evidence Code  F.S. 90.201-207 unless stipulation. |

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| 10 | 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. |

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| 11 | Agree upon and draft a concise but complete Statement of the Case to be read by the Judge at the beginning of voir dire. |
| 12 | **Jury Instructions** and **Verdict Forms** – delivered to Court with Courtesy Copy of Joint Final Pre-Trial Statement on USB flash drive. MS Word 14 pt. Times New Roman font. Double Spaced.  **Rule of Sequestration** – When invoked: before voir dire before opening Not invoked  **Early Substantive Jury Instructions** (given prior to opening statements): Yes No  Final instructions before closing.  Jurors will be permitted to take notes and ask questions of witnesses (See F.S. 40.50 and Fla. R. Civ. P. 1.452). |

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| 13 | **Venire Request** - \_\_\_\_\_\_\_\_\_ (22 allotted) - **Number of Alternates Requested** - \_\_\_\_\_\_\_\_\_\_  **Peremptory Challenges:** Plaintiff -       Def(1) -       Def(2) -       Def(3) -       3rd/4th Party Def(s) - |

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| 14 | **Trial Length \_\_\_\_\_\_\_\_** days - **Jury Trial or Non-Jury Trial** (circle one)  Parties are held accountable for their estimates and requested length of trial. Failure to reasonably comply with time estimates may result in mistrial, sanctions, including attorney’s fees, costs and expenses.  \*For example, **daily trial time, excluding breaks/lunch, is six 6 hours.**  **\*\*Trial time includes:** Witnesses called by you, (Direct, Redirect), cross examination of witnesses called by other parties, objections/sidebars, rebuttal witnesses, etc. |

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| **Time Estimates:** | **Voir Dire:** | **Opening Statement:** | **\*\*Trial:** | **Closing Argument:** |
| **Plaintiff (1):** | Min/Hr | Min/Hr | Min/Hr/\*Day | Min/Hr |
| **Plaintiff (2):** | Min/Hr | Min/Hr | Min/Hr/\*Day | Min/Hr |
| **Defendant (1):** | Min/Hr | Min/Hr | Min/Hr/\*Day | Min/Hr |
| **Defendant (2):** | Min/Hr | Min/Hr | Min/Hr/\*Day | Min/Hr |
| **Defendant (3):** | Min/Hr | Min/Hr | Min/Hr/\*Day | Min/Hr |
| **3rd/4th Party Defendant(s):** | Min/Hr | Min/Hr | Min/Hr/\*Day | Min/Hr |

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| 15 | Refer to[**www.ninthcircuit.org**](http://www.ninthcircuit.org)for further information on Division 40 Procedures for Judge Jordan |

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| 16 | **Special Provisions or Concerns:** |

**Attorney Signatures:**

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

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|  | Parties shall appear for a \_\_\_\_\_\_ minute hearing to address all **objections to exhibits as noted in the Joint Pre-Trial Statement** on \_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ in Hearing Room 17A, 425 N. Orange Ave., Orlando, FL 32801. (See section 2). Parties may appear via Webex Static Link:  **Division 40 Cisco Link:** [**https://ninthcircuit.webex.com/meet/40orange**](https://ninthcircuit.webex.com/meet/40orange)  **Tentative Trial Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ #\_\_\_\_\_\_\_\_\_;** If not #1 **-** Check Court Docket, Counsel on cases before you or Cathy Stephens, Judicial Assistant ([40Orange@ninthcircuit.org](mailto:40Orange@ninthcircuit.org)). **Notwithstanding,** you must appear ready for trial. All motions for trial must be brought before the Court at 8:30 am. **Counsel, Parties and Court Reporters shall appear no later than 8:30 a.m. to Court Room 18C, Orange County Court House, 425 N. Orange Ave., Orlando, FL 32801**. |

**Done** and **Ordered** in chambers, Orlando, Florida on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.

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

John E. Jordan, Circuit Judge

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the foregoing was filed with the Clerk of the Court 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