

DIVISION 34
ORDER CONTROLLING TRIAL AND PRE-TRIAL CHECKLIST
(Pursuant to Fla. R. Civ. P. 1.200(d))

Bring (do not file) completed checklist 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:

1. 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

2. 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

3. 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.*)

4. 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:

- o By the party offering the testimony: 4 days after pretrial.
- o 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 34’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 on a flash drive 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 and electronically in *Word* to the Judicial Assistant at 34orange@ninthcircuit.org no later than three (3) days *before* the start of the trial period.

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 34’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: _____ # _____;

But on Standby for earlier call; Check with Counsel on cases before you or email the Judicial Assistant at 34orange@ninthcircuit.org. All trial dates unless otherwise noted on the trial order start at 9:30 a.m. in Courtroom 18-B.

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

Circuit Court Judge