

# DIVISION 35 PRE-TRIAL CHECKLIST AND ORDER CONTROLLING TRIAL

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

CASE #: \_\_\_\_\_ P/T DATE: \_\_\_\_\_

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

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

\_\_\_\_\_ for \_\_\_\_\_ (1)

\_\_\_\_\_ for \_\_\_\_\_ (2)

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

\_\_\_\_\_ for \_\_\_\_\_ (1)

\_\_\_\_\_ for \_\_\_\_\_ (2)

\_\_\_\_\_ for \_\_\_\_\_ (3)

1	<b>Trial Length</b> _____ days - <b>Jury Trial or Non-Jury Trial</b> (circle one)
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2	<b>Joint PT Stipulation 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 <input type="checkbox"/> N/A	<b>Joint Meeting of Counsel Completed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Witness List filed:</b>	Plaintiff <input type="checkbox"/> Yes <input type="checkbox"/> No	Def (1) <input type="checkbox"/> Yes <input type="checkbox"/> No	Def (2) <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

3	<b>Exhibits and Demonstrative Aids:</b> 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 a written agreement and waiver of objections. Please contact Robyn Zieger at <a href="mailto:robyn.zieger@myorangeclerk.com">robyn.zieger@myorangeclerk.com</a> , or go to Orange County Courthouse Room 150 for additional evidence tags and instructions.
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4 **Mediation held?** Yes No **When:** \_\_\_\_\_

5 **DEPOS TO BE READ / SHOWN / IMPEACH**  
Designations of the portions of written or video depositions that are to be published at trial must be disclosed in writing.  
Objections to portions of depositions must be set for hearing and ruled on PRIOR TO TRIAL. Copies for Court.

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

7 **Motions in Limine** filed prior to this pre-trial conference? Yes No - None  
 (They must be scheduled **and** heard no later than **one week prior** to the beginning of the trial period. For Motions in Limine with legal issues ONLY, please comply with Order on Motions In Limine attached to the Uniform Order Setting Case for Trial.)

8 **Trial Briefs**, if any, to be provided to Judge Strowbridge’s Chambers (1115) at least (5) business days prior to trial. Documents which exceed fifty (50) pages, including exhibits, should be provided on a USB flash drive with searchable citations.

9 **Will a view of scene be necessary?** Yes No  
**Judicial Notice** – Please follow Evidence Code, Section 90.201-90.207, Florida Statutes.

10 **Witness Disclosure:** Parties will be expected to disclose the next day’s witnesses at the end of each day.

11 **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*)

12 **Audio/Video Equipment for Trial** – if you intend to use any, please 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 day of trial. **Do not wait until trial to test equipment!**

	<b>Time Estimates</b>	<b>Voir Dire</b>	<b>Opening Statement</b>	<b>Closing Argument (to include rebuttal)</b>
13	Plaintiff (1)	min/hr	min/hr	min/hr
	Plaintiff (2)	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
	Defendant (4)	min/hr	min/hr	min/hr

**PLEASE NOTE: JUDGE STROWBRIDGE DOES NOT PERMIT LEADING QUESTIONS ON VOIR DIRE EXAMINATION**



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

**ATTORNEY SIGNATURE(S)**

*Attorney(s) for Plaintiff(s)*

\_\_\_\_\_ for \_\_\_\_\_ (1)

\_\_\_\_\_ for \_\_\_\_\_ (2)

*Attorney(s) for Defendant(s)*

\_\_\_\_\_ for \_\_\_\_\_ (1)

\_\_\_\_\_ for \_\_\_\_\_ (2)

\_\_\_\_\_ for \_\_\_\_\_ (3)

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

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

**Tentative date set for trial:** \_\_\_\_\_ # \_\_\_\_\_;

**But on Standby for earlier call; Check with Counsel on cases before you or email the Judicial Assistant at [ctjajb4@ninthcircuit.org](mailto:ctjajb4@ninthcircuit.org). All trial dates unless otherwise noted on the trial order start at 9:30 a.m. in Courtroom 19-B.**

**DONE** and **ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Patricia L. Strowbridge  
Circuit Court Judge