

PRE-TRIAL CHECKLIST AND ORDER CONTROLLING TRIAL

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

Case Style: _____ vs _____	Case # CA _____ - _____ - O	PTC Date: ____ / ____ / 20 ____
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Plaintiff(s) Attorney(s):	Defendant(s) Attorney(s):
	for _____ (1)
	for _____ (2)
	for _____ (3)

1	Trial Length ____ days - Jury Trial or Non-Jury Trial (circle one)
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2	Joint PT Stipulation filed: <input type="checkbox"/> Yes <input type="checkbox"/> No Date filed/due _____	Court Reporter: <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Shared <input type="checkbox"/> No	Interpreter: <input type="checkbox"/> Plaintiff <input type="checkbox"/> Defendant <input type="checkbox"/> Shared <input type="checkbox"/> No <input type="checkbox"/> N/A	Joint Meeting of Counsel Completed: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Witness List filed:	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
Exhibit List filed:	“ <input type="checkbox"/> Yes <input type="checkbox"/> No	“ <input type="checkbox"/> Yes <input type="checkbox"/> No	“ <input type="checkbox"/> Yes <input type="checkbox"/> No
Expert List filed:	“ <input type="checkbox"/> Yes <input type="checkbox"/> No	“ <input type="checkbox"/> Yes <input type="checkbox"/> No	“ <input type="checkbox"/> Yes <input type="checkbox"/> No
P/T Statement filed:	“ <input type="checkbox"/> Yes <input type="checkbox"/> No	“ <input type="checkbox"/> Yes <input type="checkbox"/> No	“ <input type="checkbox"/> Yes <input type="checkbox"/> No
Deposition Designations/Counter Designations for case in chief filed:	“ <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	Exhibits: <input type="checkbox"/> Exchanged <input type="checkbox"/> Exhibits initialed by both sides <input type="checkbox"/> Objections, if any, separately noted <u>All</u> exhibits must be tagged and marked for identification <u>Prior</u> to the first day of trial. Contact Nekeshia Brown (court clerk) at Nekeshia.Brown@myorangeclerk.com for evidence tags and instructions.
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4	Demonstrative Aids: <input type="checkbox"/> Exchanged <input type="checkbox"/> Initialed <input type="checkbox"/> Marked by the clerk <input type="checkbox"/> Not Exchanged
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5	Mediation held? <input type="checkbox"/> Yes <input type="checkbox"/> No When: _____
6	DEPOS TO BE READ / SHOWN / IMPEACH <input type="checkbox"/> Designations of the portions of written or video depositions that are to be published at trial must be disclosed in writing. <input type="checkbox"/> Objections to portions of depositions must be set for hearing and ruled on PRIOR TO TRIAL. <input type="checkbox"/> Copies for Court.
7	<input type="checkbox"/> Stipulations – Admissions – Waivers of Custodians <i><u>Must Be In Writing if seeking Enforcement by Court.</u></i>
8	<input type="checkbox"/> Motions in Limine filed prior to this pre-trial conference? <input type="checkbox"/> Yes <input type="checkbox"/> No - <input type="checkbox"/> None (They must be scheduled and heard no later than one week prior to the beginning of the trial period)
9	<input type="checkbox"/> Trial Briefs , if any, to be provided to Judge Higbee's Chambers (2015) at least (3) business days prior to trial.
10	<input type="checkbox"/> Will a view of scene be necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No - <input type="checkbox"/> Judicial Notice – See Florida Evidence Code unless stipulation.
11	<input type="checkbox"/> If either party plans on using audio/video equipment for trial, they must contact the <u>Orange Court Audio/Visual Dept.</u> at 407-836-0534 or see http://www.ninthcircuit.org/services/technology-support before the day of trial. Do not wait until trial to test equipment.
12	<input type="checkbox"/> Jury Instructions and Verdict Forms – Original filed with the Clerk with a copy via USB flash drive to the Court (MS Word). <input type="checkbox"/> Proposed jury instructions, including early jury instructions, must be submitted to the Court no later than one week prior to the trial date. (14 pt. Times New Roman font. Double Spaced) <input type="checkbox"/> Rule of Sequestration – When invoked: <input type="checkbox"/> before voir dire <input type="checkbox"/> before opening <input type="checkbox"/> Not invoked Early Substantive Jury Instructions (given prior to opening statements): <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Final instructions before closing. <input type="checkbox"/> Jurors will be permitted to take notes and ask questions of witnesses (See F.S. 40.50 and Fla.R.Civ.P. 1.452).
13	Venire Request - _____ (22 allotted) - Peremptory Challenges: Plaintiff - Def(1) - Def(2) -
14	Refer to www.ninthcircuit.org for further information on Guidelines and Procedures for Judge Higbee-Division 35.

15	Special Provisions or Concerns:
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DO NOT WRITE BELOW
THIS LINE – FOR COURT USE ONLY

16	Tentative date set for trial: _____ #_____; But on Standby for earlier call: Check with Counsel on cases before you or, Donna Isaacson, Judicial Assistant,(ctjadi2@ocnjcc.org). All trial dates unless otherwise noted on the trial order start at 9:30 a.m. in Courtroom 19B.
dd	

 Plaintiff's Attorney's
 Defendant's (3) Attorney's

 Defendant's (1) Attorney's

 Defendant's (2) Attorney's

Done and Ordered on ____ of _____, 20__

 Heather L. Higbee, Circuit Judge