



Docket number	Judicial District of	Date
Plaintiff	Defendant	
VS.		

Counsel and self-represented parties in this case are ordered to attend a Trial Management Conference with the judge who signed this order. The conference will be in the _____ Judicial District Courthouse, _____, at _____. Counsel and self-represented parties must come ready to discuss a settlement. Counsel must have their clients and/or decision makers available by phone. Plaintiff's counsel must bring an updated pretrial memorandum to the trial management conference.

At the beginning of the Trial Management Conference, counsel and self-represented parties must give the court a trial management report that includes:

1. A brief, non-argumentative description of the case.
2. A list of witnesses with an identifier for each one (*party, expert, witness*). Witnesses not listed will not be permitted to testify at trial, except for good cause shown.
3. A list of pending and anticipated motions that need to be heard before evidence starts, including motions *in limine (motions to keep out evidence before it is heard by a jury)*.
4. A list of the legal and factual issues in dispute.
5. An estimate of the amount of time required for jury selection.
6. An estimate of the amount of time necessary to try the case.
7. A statement of any scheduling problems that are expected.

On the first day of trial or at a different time if ordered by the Judge at the Trial Management Conference, counsel and self-represented parties must give the court:

1. A list of exhibits each party reasonably expects to introduce, indexed by "P" plus number for plaintiffs and "D" plus letter for defendants, with a brief description of each exhibit, indicating if any party objects to the admission of the exhibit. Counsel and self-represented parties must mark all exhibits ahead of time (*pre-mark*) as full or for identification only, before the start of evidence. Exhibits that are not listed will not be allowed at trial, except for good cause shown.
2. Copies of the operative pleadings (*complaint, answer, special defenses, counterclaims*) and disclosure of expert witnesses.
3. Proposed verdict forms and jury interrogatories.
4. Proposed preliminary requests to charge.

A party who does not follow this order may be sanctioned by having to pay a fine; having proposed evidence excluded at trial; having the case dismissed; being defaulted or non-suited; or other sanctions.

_____, Judge