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| **IN THE UNITED STATES DISTRICT COURT****FOR THE DISTRICT OF UTAH** |
| **­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**  **Plaintiff,****vs.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**  **Defendant**.  | **TRIAL ORDER****Case No. \_\_\_\_\_\_\_\_\_\_\_\_-DAK****Judge Dale A. Kimball** |

This case is set for a seven-day jury trial to begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, at 8:30 a.m.** The parties should plan for a trial day running from 8:30 a.m. to 2:30 p.m. each day. The court will empanel an eight-member jury for this civil action.

 In order to expedite the conduct of the trial in this case, counsel are instructed as follows:

**A. Court-Imposed Deadlines**

 The deadlines in this Trial Order are court-imposed deadlines. To modify any deadline, a party must file an appropriate motion with the court and receive an order from the court modifying such deadline.

**B. Motions in Limine**

 All motions in limine must be filed with the court by\_\_\_\_\_\_\_\_\_\_\_\_\_[approx.. 2 1/1 months before trial]. Memoranda in opposition to any motions in limine must be filed no later than \_\_\_\_\_\_\_\_\_\_\_\_\_[14 days later]. Reply memoranda must be filed by \_\_\_\_\_\_\_\_\_\_\_\_[fourteen days later]**.** The court will hold a hearing on the motions in limine the week of \_\_\_\_\_\_\_\_\_\_\_\_\_[approx.. 7-10 days later]. A separate notice of hearing will be sent out after the motions, if any, are filed.

**C. Proposed Voir Dire, Jury Instructions, and Special Verdict Form**

 ***1. Proposed Voir Dire***

 To reduce the number of potential jurors who need to report to the court in person, this District is using a Supplemental Juror Questionnaire with its Juror Summons. A sample Questionnaire is attached to this Order. The Questionnaire includes the court’s general voir dire questions. The parties may propose other general questions and case-specific questions for inclusion in the Questionnaire no later than \_\_\_\_\_\_\_\_\_\_\_\_\_[approx.. 2 months before trial]**.** The court will send the Questionnaire to potential jurors in this matter on \_\_\_\_\_\_\_\_\_\_\_[approx.. one week later]. The court will give the potential jurors two weeks to return the completed questionnaire. The next business day, the court will provide the attorneys in this case with the completed Questionnaires. The Questionnaires will not be put on the court’s electronic docket, and the attorneys should treat them as sealed documents. The attorneys must notify the court on or by \_\_\_\_\_\_\_\_\_\_\_\_\_[one week after receiving them], if they are challenging any juror(s) for cause and provide the reason why. The parties’ juror challenges should be filed as sealed documents in CM/ECF. The court will then determine which potential jurors are excused for cause, excuse those potential jurors, and summon the remaining potential jurors in the pool to appear on May 8, 2023, the first day of trial, for additional follow-up voir dire. The court’s order excusing potential jurors for cause will be entered in CM/ECF as a sealed order and emailed to the parties when it is filed.

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[Tuesday before trial], the parties may submit to the court any proposed follow-up voir dire questions for the in-person voir dire taking place on the first day of trial**.** If any proposed follow-up voir dire questions pertain to and identify a specific potential juror, the party should file the proposed questions under seal in CM/ECF. However, the court notes that specific follow-up questions of a sensitive nature will be dealt with in a side-bar conference during voir dire on the first day of trial. The court will follow its general practice of allowing attorneys to ask the follow-up questions of the potential juror in the side-bar conference. Therefore, specific questions relating to a specific juror which are of a sensitive nature need not be filed with the court before trial.

 ***2. Jury Instructions***

 The procedure for submitting proposed jury instructions is as follows:

 *(a) stipulated set of instructions*

 1. The parties shall serve upon the opposing party their proposed jury instructions by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[approx. 6 weeks prior to trial]. The parties must then meet and confer to agree on a single set of instructions. The parties are required to *jointly submit one set of stipulated final instructions.* These instructions should be labeled as joint instructions, e.g. “Joint Instruction No. 1”

 2. If the parties cannot agree upon a complete set of final instructions, they may submit separately those individual instructions upon which they cannot agree. These instructions should be labeled as an instruction proposed by the party, e.g. “Plaintiff’s Proposed Instruction No. 1.” However, the parties are expected to agree upon the majority of the substantive instructions for the case.

 3. The stipulated instructions and each party’s supplemental instructions must be electronically filed with the court by \_\_\_\_\_\_\_\_\_\_\_\_\_\_[approx.. two weeks after exchange]. The electronically-filed instructions shall include citation to the authority that forms the basis for the instruction.

 4. In addition to electronically filing the jury instructions, the parties shall also email a copy of the instructions, *without* citation to authority, to utdecf\_kimball@utd.uscourts.gov in Word format. The case name and number should be included in the email subject line.

 5. No later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[two weeks later]**,** each party must file its objections to the supplemental instructions proposed by the other party. All such objections must recite the proposed disputed instruction in its entirety and specifically highlight the objectionable language in the proposed instruction. The objection must contain citations to authority and a concise argument explaining why the instruction is improper. If applicable, the objecting party should submit an alternative instruction addressing the subject or principle of law. Any alternative instruction proposed in a party’s objection must be emailed to utdecf\_kimball@utd.uscourts.gov in Word format.

 6. No later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[10 days prior to trial], each party may file a reply to the opposing party’s objections.

 *(b) stock instructions*

 Attached to this Trial Order is the court’s stock jury instructions for civil cases. The court will give its stock instructions applicable to this case unless both parties agree to modify them and provide convincing arguments for such changes. When submitting their instructions, the parties shall indicate in a list to the court which of the court’s stock instructions should be given in this case and include those instructions with a label indicating that the instruction is one of Judge Kimball’s stock instructions, e.g. “Joint Instruction No. 1 (Stock)” or “Plaintiff’s Instruction No. 1 (Stock).”

 *(c) additional instructions*

 1. All jury instructions must be concise, understandable, and neutral statements of the law. Argumentative instructions are improper.

 2. Modified versions of statutory or other form jury instructions may be acceptable, However, a modified jury instructions must identify the exact nature of the modification made to the form instruction and cite authority, if any, supporting such modification.

 3. Any party who cannot comply with the requirement to email the instructions to chambers must contact the judge’s chambers to make alternative arrangements.

 4. If parties wish to be referred to in the instructions as something other than plaintiff and defendant, the parties must also make the appropriate changes to the court’s stock instructions so that every instruction consistently refers to each party.

 *(d) final instructions*

 After reviewing the parties’ proposed instructions and any objections, the court will provide the parties with a set of “The Court’s Proposed Jury Instructions.” Close to the end of trial, the court will hold a jury instruction conference on the record to make any necessary changes to the jury instructions. The parties’ previously filed objections are objections of record and need not be repeated at the jury instruction conference. After the jury instruction conference, the court will provide the parties with a set of the final jury instructions. If the parties desire an electronic version of the final instructions for use with closing arguments, they should notify the court at the jury instruction conference.

 **3*. Special Verdict Form***

 To the extent possible, the court requests the parties to file a single, stipulated special verdict form. The parties must submit either their stipulated special verdict form or separate special verdict forms no later than \_\_\_\_\_\_\_\_\_\_\_\_\_[approx.. 4 weeks before trial]. In addition to filing the special verdict form electronically, the parties must email a copy of the special verdict form to utdecf\_kimball@utd.uscourt.gov in Word format. Any objection the parties have to the other party’s proposed special verdict form shall be filed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[10 days before trial]**.**

**D. Deposition Testimony**

Any party desiring to present testimony of a witness by recorded means, whether video, audio, or paper, must file with the court and serve a designation of the testimony on the opposing party **thirty days** prior to trial. Any objection to a party’s deposition designations must be filed with the court and served on the opposing party **ten days** after the designation. The parties must meet and confer (with at least one in-person or zoom meeting) within **two days** to resolve any disputes. The parties must notify the court within **two days** of the meeting, indicating whether the parties have reached an agreement or not. If the parties cannot agree on the designated portions of the deposition testimony, the party seeking to enter the deposition testimony must file a reply to the opposing party’s objection within **ten days** of the date of the objection. The court will then take the objection under advisement and issue a written ruling prior to trial.

**E. Trial Exhibits**

 Pursuant to Local Rule 83-5, each party is required to pre-mark all exhibits intended to be introduced during trial and prepare an exhibit list for the court’s use at trial. Exhibit labels (stickers) are available at the Intake Desk in the Clerk’s Office. The standard exhibit list form is available on the Court’s website (www.utd.uscourts.gov).

 Parties must meet and confer to avoid marking the same exhibit twice. Plaintiffs should list their exhibits by consecutive numbers and defendants should list their exhibits by consecutive letters, unless authorized by the Court to use a different system.

 Do **NOT** file the exhibit list or the exhibits. The exhibit list is to be provided to the Courtroom Deputy Clerk on the first morning of trial. The original exhibits are to remain in the custody of counsel until admitted as evidence by the Court. Any exhibit that can be provided electronically, should be provided by email or on a flash drive or CD to Courtroom Deputy Clerk Elizabeth Toscano no later than the **Thursday before trial**.

 The court also prefers one courtesy copy of the exhibits in a binder presented to the Courtroom Deputy on the first day of trial.

 Questions regarding the preparation of the exhibit list or courtesy copies may be directed to Courtroom Deputy Clerk Elizabeth Toscano at (801) 524–6610.

**F. Witness Lists**

 The parties are required to prepare a separate witness list for the court’s use at trial. The list contained in the pretrial order is not sufficient. Standard forms for witness lists are available on the court’s website, www.utd.uscourts.gov. Witness lists must be provided to the court on the first morning of trial. The Court prefers the witness list to be submitted electronically at utdecf\_kimball@utd.uscourts.gov. Questions regarding the preparation of these lists may be directed to Courtroom Deputy Clerk Elizabeth Toscano at (801) 524-6610.

**G. Pretrial Disclosures, Pretrial Order, and Attorneys’ Conference**

 This Trial Order does not affect the parties’ pre-trial requirements under the Federal Rules of Civil Procedure. However, because there is no final pretrial conference being held by the court, the parties shall submit their Pretrial Order to the court no later than **twenty days** before trial. The form of the pretrial order shall conform generally to the approved form in Appendix IV to the district court’s Local Rules of Practice. The parties shall hold their pre-trial attorneys’ conference before the date for submitting the Pretrial Order to discuss settlement, the Pretrial Order, exhibits, witnesses, jury instructions, and other matters that will aid in an expeditious and productive trial. The Pretrial Order submitted by the parties shall identify the date counsel for the parties’ held their attorneys’ conference and the counsel present for the conference.

**H. Courtroom Equipment**

 If counsel wish to use any courtroom equipment, such as the evidence presentation system, easels, etc., they must notify Courtroom Deputy Clerk Elizabeth Toscano, (801) 524-6610, **at least a week before trial**. Trial counsel and support staff are expected to familiarize themselves with any equipment they intend to use in advance of trial. Courtroom Deputy Clerk Ryan Robertson, (801) 524-6617, is available to train attorneys on the technology available in the courtroom. Appointments for such training should be scheduled well in advance of trial.

**I. Settlement**

 In the event that a settlement is reached between the parties, counsel must notify a member of Judge Kimball’s chambers staff and the court’s jury administrator as soon as possible. Pursuant to DUCivR41-1, the court may tax all jury costs incurred as a result of the parties’ failure to give the court’s jury administrator actual notice of settlement less than one full business day before the commencement of trial.

**J. Courtroom Conduct**

 The court follows DUCivR 43-1 which provides ground rules for the conduct of counsel at trial.

 In addition to the rules outlined in DUCivR 43-1, the court expects the following conduct of counsel at trial:

 1. Please be on time for each court session. The court will run a trial day from 8:30 a.m. until approximately 2:30 p.m., with a fifteen minute morning break between 10:00 a.m. and 10:30 a.m. and a thirty-minute break between noon and 12:30 p.m.

 2. Counsel is expected to stand: (1) as court is opened, recessed, or adjourned; (2) when the jury enters or retires from the courtroom; (3) when addressing or being addressed by the court.

 3. Counsel must instruct all persons at counsel table that gestures, facial expressions, audible comments, or any other manifestations of approval or disapproval during witness testimony are absolutely prohibited.

 4. Counsel should instruct witnesses as to the need to make a clear record of the proceedings. Counsel and witnesses need to speak clearly into the microphones.

 5. When possible, counsel should try to raise issues requiring argument to the court during recesses rather than in sidebar conferences when the jury is present.

 6. Members of the trial team should not confer or visit with anyone in the spectator section while court is in session.

 7. Messages may be delivered to counsel table provided they are delivered discreetly and with as little disruption to the proceedings as possible.

 DATED this \_\_\_th day of \_\_\_\_\_\_\_\_\_\_, 20\_\_.

 BY THE COURT:

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 DALE A. KIMBALL

 United States District Judge