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**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF ARIZONA**

,

Plaintiff(s),

v.

,

Defendant(s).

No.

**ORDER SETTING FINAL
PRETRIAL CONFERENCE**

Pursuant to Rule 16(e) of the Federal Rules of Civil Procedure, a Final Pretrial Conference shall be held on _____ at _____ in Courtroom ____, Sandra Day O'Connor United States Courthouse, 401 W. Washington St., Phoenix, Arizona 85003-2151. In preparation for this Final Pretrial Conference,

IT IS ORDERED:

1. The attorneys who will be responsible for the trial of the case must attend the Final Pretrial Conference. Counsel must bring their calendars so that trial scheduling can be discussed.
2. The parties jointly must prepare a Proposed Final Pretrial Order and must lodge it with the Court no later than **4:00 p.m.** on _____. Preparation and lodging of the Proposed Final Pretrial Order in accordance with the requirements of this Order will be deemed to satisfy the disclosure requirements of Rule 26(a)(3) of the Federal Rules of Civil Procedure. The parties must submit a copy of the Proposed Final Pretrial Order to the Court in Word[®] format by e-mail to bade_chambers@azd.uscourts.gov.

1 3. The Proposed Final Pretrial Order must include the information prescribed
2 in the Joint Proposed Final Pretrial Order form found at www.azd.uscourts.gov under:
3 “Judges’ Information, Orders, Forms & Procedures/Bridget S. Bade.” Information must
4 not be set forth in the form of a question, but must be presented in concise narrative
5 statements.

6 4. The Court will not allow the parties to offer any exhibit, witness, or other
7 evidence that was not disclosed in accordance with the provisions of this Order and the
8 Federal Rules of Civil Procedure and listed in the Proposed Final Pretrial Order, except to
9 prevent manifest injustice.

10 5. The parties must exchange drafts of the Proposed Final Pretrial Order **at**
11 **least fourteen days** before the submission deadline. The Plaintiff(s) must initiate
12 communications concerning the Proposed Final Pretrial Order.

13 6. The parties must (a) number and mark exhibits in accordance with the
14 instructions found in Exhibit Procedures at www.azd.uscourts.gov under “Judges’
15 Information, Orders, Forms & Procedures/Bridget S. Bade” (such numbers shall
16 correspond to exhibit numbers listed in the Proposed Final Pretrial Order); (b) meet in
17 person to exchange marked copies of all exhibits to be used at trial **at least fourteen days**
18 before the submission deadline for the Proposed Final Pretrial Order (any exhibit not
19 marked and exchanged at this meeting will be precluded at trial); and (c) eliminate any
20 duplicate exhibits while meeting to exchange exhibits.

21 7. The parties must file and serve all motions in limine no later than _____.
22 Responses to motions in limine must be filed on or before _____. Each motion in
23 limine must include proposed language for the order in limine being sought from the
24 Court, and the proposed language must state with precision the evidence that is subject to
25 the proposed order and the limitation or exclusion placed on the evidence. The motions
26 and responses must be concise and not exceed five pages in length. No replies shall be
27 filed. Counsel must be prepared to argue the merits of such motions at the Final Pretrial
28 Conference.

1 8. If this case will be tried to a jury, the parties must complete the following
2 tasks by the time of the lodging of the Proposed Final Pretrial Order.

3 (a) The parties must file a stipulated description of the case to be read to the
4 jury.

5 (b) The parties must jointly file a proposed set of voir dire questions. The voir
6 dire questions must be drafted in a neutral manner. To the extent possible, the parties
7 must stipulate to the proposed questions. If the parties have a disagreement about a
8 particular question, they must state the reason for their objection below the question. The
9 parties must also provide, for the purposes of voir dire, a joint master list of the names of
10 every witness who may be called at trial.

11 (c) The parties must file proposed jury instructions in accordance with
12 “Guidelines for Jury Instructions in Civil Cases” found at www.azd.uscourts.gov under
13 “Judges’ Information, Orders, Forms & Procedures/Bridget S. Bade.”

14 (d) Each party must file a proposed form of verdict, including any proposed
15 special verdict forms or juror interrogatories.

16 (e) The joint statement of the case, proposed voir dire questions, proposed jury
17 instructions, and forms of verdict shall be submitted in Word[®] format by e-mail to
18 bade_chambers@azd.uscourts.gov.

19 9. If the case will be tried to the Court, each party must lodge proposed
20 findings of fact and conclusions of law with the Proposed Final Pretrial Order. The
21 proposed findings of fact and conclusions of law must also be submitted in Word[®] format
22 by e-mail to bade_chambers@azd.uscourts.gov.

23 10. To facilitate the creation of an accurate record, the parties must file a
24 “Notice to Court Reporter” **at least seven days before trial** containing the following
25 information that may be used at trial.

26 (a) Proper names, including those of witnesses.

27 (b) Acronyms.

28 (c) Geographic locations.

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- (d) Technical (including medical) terms, names or jargon.
- (e) Case names and citations.
- (f) Pronunciation for unusual or difficult words or names.

Please also send (or transmit electronically) to the court reporter a copy of the concordance from key depositions.

11. The parties must be prepared to advise the Court at the Final Pretrial Conference of the status of settlement discussions. Should settlement be reached at any time, the parties promptly must file a Notice of Settlement with the Clerk of Court.

12. Counsel must review the Court’s statement of Trial Conduct and Decorum before the Final Pretrial Conference. A copy can be found on the Court’s website at www.azd.uscourts.gov under “Judges and Courtrooms/Orders, Forms & Procedures/Bridget S. Bade.”

13. The Court requires full and complete compliance with this Order.

Dated this ___ day of ____, ____.

Bridget S. Bade
U.S. Magistrate Judge