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

,  
  
Plaintiff(s),  
  
v.  
  
,  
  
Defendant(s).

No. CV-  
  
**PROPOSED FINAL PRETRIAL  
ORDER**

The following is the joint Proposed Final Pretrial Order to be considered at the Final Pretrial Conference set for \_\_\_\_\_ at \_\_\_\_\_.

**A. TRIAL COUNSEL FOR THE PARTIES**

Include mailing addresses, office phone numbers, fax numbers, and email addresses.

Plaintiff(s):

Defendant(s):

**B. STATEMENT OF JURISDICTION.**

**1.** Cite the statute(s) which gives this Court jurisdiction. (E.g., Jurisdiction in this case is based on diversity of citizenship under Title 28 U.S.C. § 1332.)

**2.** State whether jurisdiction is disputed. (If jurisdiction is disputed, the party contesting jurisdiction shall set forth with specificity the bases for the objection.)

1 **C. STIPULATIONS AND UNCONTESTED FACTS AND LAW**

2 1. The following material facts are admitted by the parties and require no  
3 proof:

4 2. The following material facts, although not admitted, will not be contested at  
5 trial by evidence to the contrary:

6 3. The following issues of law are uncontested and stipulated to by the parties:

7 **D. CONTESTED ISSUES OF FACT AND LAW**

8 1. The following are the material issues of fact to be tried and decided: (Each  
9 issue of fact must be stated separately and in specific terms. Each party's contention  
10 must be set forth with respect to each and every issue of fact.)

11 E.g., Issue # 1: Whether Plaintiff used due care.

12 Plaintiff Contends: Plaintiff looked both ways before crossing street . . . .

13 Defendant Contends: Plaintiff ran out into the street without looking . . . .

14 2. The following are the issues of law to be determined: (Each issue of law  
15 must be stated separately in specific terms. Each party's contention must be set forth  
16 with respect to each and every issue of law.)

17 E.g., Issue # 1: Whether Plaintiff's suit is barred by the doctrine of laches.

18 Plaintiff Contends: . . .

19 Defendant Contends: . . .

20 **E. LIST OF WITNESSES**

21 Each party must separately list the names of witnesses, their addresses, whether  
22 they are fact or expert witnesses, and a brief description of the testimony of each witness.  
23 The witnesses shall be grouped as follows: (a) witnesses who will be called at trial;  
24 (b) witnesses who may be called at trial; and (c) witnesses who are unlikely to be called  
25 at trial. Additionally, the parties shall include the following text in this section of  
26 the Proposed Final Pretrial Order: "Each party understands that it is responsible for  
27 ensuring that the witnesses it wishes to call to testify are subpoenaed. Each party further  
28 understands that any witness a party wishes to call shall be listed on that party's list of

1 witnesses; the party cannot rely on the witness having been listed or subpoenaed by  
2 another party.”

3 **F. LIST OF EXHIBITS**

4 1. The following exhibits are admissible in evidence and may be marked in  
5 evidence by the Clerk:

6 a. Plaintiff’s Exhibits:

7 b. Defendant’s Exhibits:

8 2. As to the following exhibits, the parties have reached the following  
9 stipulations:

10 a. Plaintiff’s Exhibits:

11 b. Defendant’s Exhibits:

12 3. As to the following exhibits, the party against whom the exhibit is to be  
13 offered objects to the admission of the exhibit and offers the objection stated below:

14 a. Plaintiff’s Exhibits: (E.g., City Hospital records of Plaintiff from  
15 March 6, 1985 through March 22, 1985. Defendant objects for lack of  
16 foundation because . . . (the objection must specify why there is a lack of  
17 foundation.))

18 b. Defendant’s Exhibits: (E.g., Payroll records of Plaintiff’s employer  
19 that evidence payment of Plaintiff’s salary during hospitalization and  
20 recovery. Plaintiff objects on grounds of relevance and materiality because  
21 . . . (the objection must specify why the exhibit is not relevant or material.))

22 If there are more than 20 exhibits, the parties must submit their exhibit lists in writing,  
23 five days before trial, in a format to be designated by the Court at the Final Pretrial  
24 Conference, in Word<sup>®</sup> format by e-mail to bade\_chambers@azd.uscourts.gov.

25 4. The parties must include the following text in this section of the Proposed  
26 Final Pretrial Order: “Each party hereby acknowledges by signing this joint Proposed  
27 Final Pretrial Order that any objections not specifically raised herein are waived.”  
28

1 **G. DEPOSITIONS TO BE OFFERED**

2 The parties shall list the depositions that may be used at trial. The portions to be  
3 read or submitted at trial must be identified by page and line number. Additionally, the  
4 party offering the deposition must provide the Court with a copy of the offered deposition  
5 testimony. The offering party must highlight, in color, the portions of the deposition to  
6 be offered. If multiple parties are offering the same deposition, the parties must submit  
7 only one copy of such deposition containing each party’s highlighting (each party should  
8 use a different color).

9 Any party objecting to the admission in evidence of any portion of a deposition  
10 must identify by page and line number the portion to which an objection is made and  
11 must state the grounds of objection specifically.

12 The parties must include the following text in this section of the joint Proposed  
13 Final Pretrial Order: “Each party hereby acknowledges by signing this joint Proposed  
14 Final Pretrial Order that any deposition not listed as provided herein will not be allowed,  
15 absent good cause.”

16 **H. MOTIONS IN LIMINE (JURY TRIAL)**

17 Motions in limine must be filed as separate pleadings and responded to in  
18 accordance with the instructions contained in the Order Setting Final Pretrial Conference.

19 **I. LIST OF PENDING MOTIONS**

20 List all pending motions.

21 **J. PROCEDURES FOR EXPEDITING TRIAL**

22 The parties must discuss and report on all available procedures that might be used  
23 to expedite trial, including but not limited to: (a) presenting stipulated summaries of  
24 deposition testimony rather than reading deposition excerpts; (b) editing videotaped  
25 depositions to limit the amount of time required for presentation; (c) using summary  
26 exhibits in place of voluminous documentary evidence; (d) stipulations on authenticity  
27 and foundation; (e) presenting direct expert testimony through summary or written  
28 reports; and (f) using the courtroom technology to expedite the presentation of evidence.

1 The parties may contact Ellen Weber at 602-322-7680 to arrange a time to visit the  
2 courtroom and examine its technology. Information about courtroom technology can also  
3 be found at [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under “Judges’ Information/Orders, Forms &  
4 Procedures/Courtroom Technology.”

5 **K. ESTIMATED LENGTH OF TRIAL**

6 \_\_\_\_\_ hours for opening statements and closing arguments

7 \_\_\_\_\_ hours for Plaintiff(s) case

8 \_\_\_\_\_ hours for Defendant(s) case

9 \_\_\_\_\_ hours for rebuttal

10 **L. JURY DEMAND**

11 State whether a jury trial has or has not been requested. If a jury trial has been  
12 requested, indicate the appropriate selection:

13 **1.** The parties stipulate that the request was timely and properly made;

14 **2.** The Plaintiff/Defendant contends that the request was untimely  
15 made because . . . (explain why request was untimely); or

16 **3.** The Plaintiff/Defendant contends that although the request for trial  
17 by jury was timely, the request is otherwise improper as a matter of law  
18 because . . . (indicate the legal basis for why a jury trial is improper).

19 **M. PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW FOR**  
20 **BENCH TRIALS**

21 Proposed Findings of Fact and Conclusions of Law shall be lodged by each party  
22 as a separate pleading in accordance with the instructions contained in the Order Setting  
23 Final Pretrial Conference. The parties must include the following text in this section of  
24 the Proposed Final Pretrial Order: “The separately lodged Proposed Findings of Fact and  
25 Conclusions of Law are incorporated by reference into this Proposed Final Pretrial  
26 Order.”

1 **N. JOINT PROPOSED JURY INSTRUCTIONS, JOINT PROPOSED VOIR**  
2 **DIRE QUESTIONS, AND PROPOSED FORMS OF VERDICT FOR JURY**  
3 **TRIALS**

4 The joint Proposed Jury Instructions, joint Proposed Voir Dire Questions, and  
5 Proposed Forms of Verdict shall be filed in accordance with the instructions contained in  
6 the Order Setting Final Pretrial Conference.

7 **O. CERTIFICATIONS**

8 The parties shall include the following text in this section of the Proposed Final  
9 Pretrial Order:

10 The undersigned counsel for each of the parties in this  
11 action do hereby certify and acknowledge the following  
12 matters.

13 **1.** All discovery has been completed.

14 **2.** The identity of each witness has been disclosed  
15 to opposing counsel.

16 **3.** Each exhibit listed: (1) is in existence; (2) is  
17 numbered; and (3) has been disclosed and shown to opposing  
18 counsel.

19 **4.** The parties have complied in all respects with  
20 the mandates of the Court's Rule 16 Scheduling Order and  
21 Order Setting Final Pretrial Conference.

22 **5.** The parties have made all of the disclosures  
23 required by the Federal Rules of Civil Procedure (unless  
24 otherwise previously ordered to the contrary).

25 **6.** The parties acknowledge that once this  
26 Proposed Final Pretrial Order has been signed and lodged by  
27 the parties, no amendments to this Order can be made without  
28 leave of Court.

\_\_\_\_\_  
Attorney for Plaintiff(s)

\_\_\_\_\_  
Attorney for Defendant(s)

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Based on the foregoing,

**IT IS ORDERED** that this Proposed Final Pretrial Order jointly submitted by the parties is hereby **APPROVED** and **ADOPTED** as the official Pretrial Order of this Court.

Dated this \_\_\_\_ day of \_\_\_\_, \_\_\_\_.

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Bridget S. Bade  
U.S. Magistrate Judge