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IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF ARIZONA

|  |               |   |  |
|--|---------------|---|--|
|  |               | ) | No. CV ##-####-PHX/PCT-MHB               |
|  | Plaintiff(s), | ) | <b>PROPOSED FINAL PRETRIAL<br/>ORDER</b> |
|  | vs.           | ) |  |
|  | ,             | ) |  |
|  | Defendant(s). | ) |  |
|  |               |   |  |

The following is the joint Proposed Final Pretrial Order to be considered at the Final Pretrial Conference set for \_\_\_\_\_, 20\_\_ 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 or is not disputed. (If jurisdiction is disputed, the party contesting jurisdiction shall set forth with specificity the bases for the objection.)

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

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

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

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

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

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

8           E.g., Issue #1: Whether Plaintiff used due care.  
9           Plaintiff Contends: Plaintiff looked both ways before crossing street ... .  
10          Defendant Contends: Plaintiff ran out into the street without looking ... .

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

14          E.g., Issue #1: Whether Plaintiff’s suit is barred by the doctrine of laches.  
15          Plaintiff Contends: ... .  
16          Defendant Contends: ... .

17 **E.     LIST OF WITNESSES**

18          Each party shall separately list the names of witnesses, their addresses, whether they  
19 are fact or expert witnesses, and a brief description of the testimony of each witness. The  
20 witnesses shall be grouped as follows: (a) witnesses who shall be called at trial; (b)  
21 witnesses who may be called at trial; and (c) witnesses who are unlikely to be called at trial.  
22 Additionally, the parties shall include the following text in this section of the Proposed Final  
23 Pretrial Order: “Each party understands that it is responsible for ensuring that the witnesses  
24 it wishes to call to testify are subpoenaed. Each party further understands that any witness  
25 a party wishes to call shall be listed on that party’s list of witnesses; the party cannot rely on  
26 the witness having been listed or subpoenaed by another party.”

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1 **F. LIST OF EXHIBITS**

2 **1.** The following exhibits are admissible in evidence and may be marked in  
3 evidence by the Clerk:

4 **a.** Plaintiff's Exhibits:

5 **b.** Defendant's Exhibits:

6 **2.** As to the following exhibits, the parties have reached the following  
7 stipulations:

8 **a.** Plaintiff's Exhibits:

9 **b.** Defendant's Exhibits:

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

12 **a.** Plaintiff's Exhibits: (E.g., City Hospital records of Plaintiff from March  
13 6, 1985 through March 22, 1985. Defendant objects for lack of foundation because ... (the  
14 objection must specify why there is a lack of foundation.))

15 **b.** Defendant's Exhibits: (E.g., Payroll records of Plaintiff's employer  
16 which evidence payment of Plaintiff's salary during hospitalization and recovery. Plaintiff  
17 objects on grounds of relevance and materiality because ... (the objection must specify why  
18 the exhibit is not relevant or material.))

19 If there are more than 20 exhibits, the parties shall submit their exhibit lists in writing, five  
20 days before trial, in a format to be designated by the Court at the Final Pretrial Conference,  
21 in WordPerfect® 9.0 (or higher) format either by email to  
22 [Burns\\_Chambers@azd.uscourts.gov](mailto:Burns_Chambers@azd.uscourts.gov) or on a PC-compatible computer disk.

23 **4.** The parties shall include the following text in this section of the Proposed Final  
24 Pretrial Order: "Each party hereby acknowledges by signing this joint Proposed Final Pretrial  
25 Order that any objections not specifically raised herein are waived."

1 **G. DEPOSITIONS TO BE OFFERED**

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

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

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

14 Motions in limine shall be filed as separate pleadings and responded to in accordance  
15 with the instructions contained in the Order Setting Final Pretrial Conference.

16 **I. LIST OF PENDING MOTIONS**

17 List all pending motions.

18 **J. PROCEDURES FOR EXPEDITING TRIAL**

19 The parties shall discuss and report on all available procedures that might be used to  
20 expedite trial, including but not limited to (a) presenting stipulated summaries of deposition  
21 testimony rather than reading deposition excerpts; (b) editing videotaped depositions to limit  
22 the amount of time required for presentation; (c) using summary exhibits in place of  
23 voluminous documentary evidence; (d) stipulations on authenticity and foundation; (e)  
24 presenting direct expert testimony through summary or written reports; (f) using the  
25 courtroom technology to expedite the presentation of evidence. The parties are invited to  
26 contact Brian Lalley, A/V Specialist at 602-322-7131 to arrange a time to visit the courtroom  
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1 and examine its technology. Information about courtroom technology can also be found at  
2 [www.azd.uscourts.gov](http://www.azd.uscourts.gov) under Judges and Courtrooms and Orders, Forms and Procedures.

3 **K. ESTIMATED LENGTH OF TRIAL**

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

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

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

7 \_\_\_\_\_ hours for rebuttal

8 **L. JURY DEMAND**

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

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

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

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

17 **M. PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW FOR**  
18 **BENCH TRIALS**

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

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

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

6 **O. CERTIFICATIONS**

7 The parties shall include the following text in this section of the Proposed Final  
8 Pretrial Order: “The undersigned counsel for each of the parties in this action do hereby  
9 certify and acknowledge the following:

- 10 1. All discovery has been completed.
- 11 2. The identity of each witness has been disclosed to opposing counsel.
- 12 3. Each exhibit listed herein: (1) is in existence; (2) is numbered; and (3) has  
13 been disclosed and shown to opposing counsel.
- 14 4. The parties have complied in all respects with the mandates of the Court’s Rule  
15 16 Scheduling Order and Order Setting Final Pretrial Conference.
- 16 5. The parties have made all of the disclosures required by the Federal Rules of  
17 Civil Procedure (unless otherwise previously ordered to the contrary).
- 18 6. The parties acknowledge that once this Proposed Final Pretrial Order has been  
19 signed and lodged by the parties, no amendments to this Order can be made without leave  
20 of Court.”

21 **P. INFORMATION FOR COURT REPORTER**

22 In order to facilitate the creation of an accurate record, please file a “Notice to Court  
23 Reporter” one week before trial containing the following information that may be used at  
24 trial:

- 25 1. Proper names, including those of witnesses.
- 26 2. Acronyms.
- 27 3. Geographic locations.

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4. Technical (including medical) terms, names or jargon.

5. Case names and citations.

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

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

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

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 \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
Michelle H. Burns  
United States Magistrate Judge