

PRETRIAL STATEMENT INSTRUCTIONS – ALEXANDRIA AND MONROE DIVISION CASES
U.S. District Judge James T. Trimble, Jr.

FILING INSTRUCTIONS:

1. To be submitted not less than thirty (30) days before trial. If a pretrial conference is requested, pretrial statements must be submitted no later than seven (7) days before that conference.
2. To be filed electronically, via CM/ECF, or by manual filing if any party lacks access to electronic filing or is exempted from such filing requirements.

REQUIREMENTS:

1. Jurisdiction:

Counsel for plaintiff should state the basis for the Court's jurisdiction. If any party questions the jurisdiction of the Court, the jurisdictional question and a brief recitation of supporting authority should be set forth here.

2. Additional Pleadings:

List any additional pleadings that you intend to file prior to trial.

3. Pending Motions:

List any pending motions and set forth the status of each.

4. Brief Summary of Case:

Each party should set forth a brief summary of this case.

5. Issues of Fact:

Each party should list the principal, factual issues in this case.

6. Issues of Law:

Each party should make a brief statement of the legal issues that he will present to the Court at trial and the legal authority for his position.

7. List of Witnesses:

Each party shall set out a list of witnesses except impeachment witnesses but including rebuttal witnesses, with their addresses. The parties shall divide their witnesses into "will call" and "may call" witnesses. Any party listing a person on his "will call" list shall bear the responsibility of producing the witness at trial. At trial, should any party fail to call any witness on his "will call" list, any other party may call that person as his own witness, even if he did not list the person on his witness list.

8. Exhibits:

Each party should list the exhibits which he intends to introduce. All exhibits so listed shall be made available to all counsel who shall examine and make known any objections to authenticity or admissibility fourteen (14) days prior to the commencement of trial. Any exhibits not listed may not be offered unless by agreement of counsel for good cause shown.

9. Depositions:

List all depositions which may be offered in whole or in part. If in part, state the part which will be offered by page and line numbers. Opposing counsel shall make known any objections fourteen (14) days prior to the commencement of trial.

10. Stipulations:

State any stipulations that have already been agreed to by counsel.

11. Probable Length of Trial:

State how long, in days, you anticipate the trial will be.

12. Other Matters:

List any other matters which counsel believes should be brought to the attention of the Court or opposing counsel.