UNITED STATES DISTRICT COURT

WESTERN DISTRICT OF LOUISIANA

MONROE DIVISION

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|       |  | Civil No. |       |
| Plaintiff | Section P |  |
|  |  |
| VS. | Judge | James |
|       | Magistrate Judge | Hayes |
| Defendant |  |

**PRETRIAL MEMORANDUM**

Counsel for Defendant(s): (Here put your name and address.)

1. DEFENDANT’S CLAIM: (State briefly what your defense(s) is to plaintiffs’ claim.)

1. CONTESTED FACTS: (List those facts which you and the plaintiff disagree about.)

1. CONTESTED ISSUES OF LAW: (List those legal issues which you and the plaintiff disagree about.)

1. DEFENDANT’S EXHIBITS: (On the left side, state the name of, or describe each item you will introduce as evidence at the hearing. On the right side, state what you expect it to prove.)

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| --- | --- | --- |
| Exhibit (item) |  | What it will prove |
| 1.
 |       |

1. DEFENDANT’S WITNESSES: (On the left side, state the name and address of each witness you will call at the hearing. If the witness is an inmate, state his prison number, if known. On the right side, state the subject of each witness’ testimony, that is, what he will talk about. If more space is needed, attach another sheet of paper.)

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| Witness (name/address/pris #)) |  | Subject of Testimony |
| 1.
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|       |  |  |
| DATE | DEFENSE COUNSEL |