

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA
LAKE CHARLES DIVISION**

	:	CIVIL ACTION NO.
versus	:	JUDGE CAIN
	:	MAGISTRATE JUDGE KAY

PRETRIAL STATEMENT

1. Please submit at least 28 days before trial.
2. File electronically using the mandatory CM/ECF filing system.
3. If you have any questions about this document, please do not hesitate to call chambers at 337-493-2200.

Counsel for _____ submits the following Pretrial Statement to the Court and opposing Counsel.

1. Jurisdiction (cite statutory basis):
2. Pending Motions:
3. Brief Summary of Case:
4. Issues of Fact:
5. Issues of Law:

6. Lists of Witnesses: Please list all witnesses, except for impeachment witnesses; “will call” witnesses must be identified with particularity. Include names, telephone numbers, addresses, and email addresses, if available.
7. Exhibits: List all trial exhibits.
8. Electronic exhibits for trial only. Please see the Deputy Clerk of Court’s instructions at www.lawd.uscourts.gov (Chambers/Judge Cain/trial) as to how to properly submit electronic exhibits for trial.
9. A real-time glossary must be submitted to lawd_realtime@lawd.uscourts.gov **14 days before trial regardless of whether you are requesting real-time reporting services**. See [Court Reporters & Transcripts | Western District of Louisiana | United States District Court](#) for an example. The glossary should contain all proper names, nicknames, acronyms, technical terms, and cited case law which may be mentioned in this case. In addition to the glossary, you may attach documents which may be helpful in this respect, such as witness lists, expert reports and curricula vitae. This glossary is not to be filed and need not be disclosed to opposing counsel.

Real-time reporting services: Requests for uncertified, real-time translation services must also be submitted to lawd_realtime@lawd.uscourts.gov **14 days before trial**.
10. Depositions: List all depositions which may be offered in whole or in part.
11. Stipulations: State or attach any stipulations already agreed upon by counsel.
12. Estimated Length of Trial: _____ days.
13. Other Matters that Should be Made Known to the Court:

(Date)

(Signature)

(Printed Name)

**EACH PARTY IS REQUIRED TO TIMELY FILE A PRETRIAL STATEMENT.
THE COURT MAY SANCTION ANY PARTY THAT FAILS TO COMPLY.**