SAMPLE

UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF TENNESSEE
NASHVILLE DIVISION

JOHN DOE	)	
	)	
Plaintiff,	)	
	)	
v.	)	NO.
	)	Magistrate Judge Brown
JANE DOE	)	Jury Demand
	)	
Defendant.	)	

1. **Trial Setting:** This case is set for jury trial on **[Trial date will be at least 90 days after close of dispositive motions] at 9:00 a.m., in Courtroom 776, U. S. Courthouse, 801 Broadway, Nashville, Tennessee.**

2. **Pretrial Conference Setting:** A pretrial conference shall be held in **Magistrate Judge Brown's chambers, Room 797, U. S. Courthouse, 801 Broadway, Nashville, Tennessee, at 10:00 a.m., on [about 3 weeks before trial]**. Lead counsel for each party <u>must</u> attend the pretrial conference. **If lead counsel is not from Tennessee, local counsel must also attend.**

3. **Information Exchanged but not Filed:** By **[1 week before trial]** the parties shall exchange copies of exhibits and make available for examination by any opposing party the original of all exhibits. By this same date, the parties shall exchange designations of portions of depositions which are to be read into evidence during the case-in-chief. The parties should attempt to agree on additions to the designations necessary to put responses into context.

4. **Filings required prior to Pretrial Conference:** The following shall be filed by **[3 working days before pretrial conference]**.

a. witness lists;

b. exhibit lists (plaintiff's exhibits shall be premarked with numbers; defendant's exhibits shall be premarked with letters. The authenticity of exhibits should be stipulated to if at all possible. Failure to include an exhibit on this exhibit list will result in its not being admitted into evidence at trial, except upon a showing of good cause.);

c. stipulations;

d. an agreed set of jury instructions, in hard copy and on IBM format, WordPerfect compatible disk (one instruction per page, with heading at the top); sample jury instructions may be found on the Court's web site.

e. alternative versions of instructions on which the parties cannot agree, with citations to authority;

f. an agreed jury verdict form (or alternatives if there is no agreement); and,

g. expert witness statements as described in Local Rule 12(c)(6)c.

5. **Motions in Limine**: Motions in limine shall be filed by **[2 weeks before pretrial conference]**. Responses shall be filed by **[3 working days before pretrial conference]**.

6. **Pretrial Order**: By **[3 working days before pretrial conference]**, the parties shall file a joint proposed Pretrial Order which shall contain the following:

a. a recitation that the pleadings are amended to conform to the Pretrial Order and that the Pretrial Order supplants the pleadings;

b. the jurisdictional basis for the action and whether jurisdiction is disputed;

c. a short summary of each party's theory (prepared by the party);

d. a listing of the contested issues of law, with a designation of whether the issue is for the jury or the judge; and,

e. a listing of known evidentiary disputes, including those involving deposition designations.

7. **Duration of Trial**: The trial of this case is expected to last _____ days.

8. **Jury Costs**: If the case settles closer to trial than two business days, the cost of summoning the jury may be assessed against the parties.

It is so **ORDERED**.

_____
JOE B. BROWN
United States Magistrate Judge