

STANDING ORDER REGARDING FINAL TRIAL CONFERENCE

1. A FINAL TRIAL CONFERENCE shall be scheduled at 9 a.m. the Friday ten days before the scheduled Monday trial date in accordance with Local Court Rule (LCR) **2-3.02**. If the trial date is continued, the trial conference shall be continued accordingly, unless the assigned judge specifically sets a different date.
2. On the date of the Final Trial Conference, the responsible attorneys who will try the case shall attend. Each attorney shall have present in person or immediately available by telephone or Zoom a representative with full authority to discuss and determine each aspect of potential settlement.
3. Counsel shall tender the following items to opposing counsel and the Court:
 - a. All proposed jury instructions, which shall include the original and one marked set for the court, marked with the authoring party's designation (See LCR **2-3.03**), and any proposed special interrogatories;
 - b. All proposed voir dire questions and juror questionnaires;
 - c. Copies of all trial exhibits, placed in a tabbed, three ring binder. These copies are for the court's use during trial. If the matter is a bench trial, the effective pleadings shall also be included;
 - d. An exhibit list with columns labeled "Offered," "Admitted," and "Refused;"
 - e. All stipulations;
 - f. All preliminary motions and Motions *in Limine*. Parties are to meet and confer prior to the Final Trial Conference as to any objections to Motions *in Limine*;
 - g. A statement of the case, which must contain a brief, non-argumentative description of the case, the names of all attorneys who will appear during the trial, and the names of all potential witnesses, including their place of residence or primary place of occupation.
 - h. All evidence depositions. Prior to submitting the deposition for ruling, all counsel shall confer in an attempt to resolve the objections. Counsel shall inform the court as to which objections remain contested.
 - i. Any attorney unfamiliar with the Court's NOMAD system for displaying documents to the witness and jury shall request a training session by contacting the Court's Judicial Assistant at least 48 hours prior to the Final Trial Conference.

Dated this 28th day of March, 2024

ENTERED:

Judge Charles W. Smith