

Sample Form 40

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NORTH DAKOTA
_____ EASTERN DIVISION

Revised 9/24/09

)	
)	ORDER FOR FINAL PRETRIAL
Plaintiff,)	CONFERENCE
)	
vs.)	
)	
)	
Defendant.)	Case No.:

IT IS ORDERED:

A final pretrial conference will be held before the magistrate judge at the Quentin N. Burdick U.S. Courthouse, 655 1st Avenue North, Suite 440, Fargo, North Dakota, on _____ at _____.

The conference shall be attended by lead counsel for each party, with authorization to bind the party on all matters addressed at the conference.

PRIOR TO PRETRIAL

Prior to the date of the final pretrial conference, counsel shall confer in person or by telephone for the purpose of preparing a joint Final Pretrial Statement and examining and marking exhibits as detailed below. Within two (2) days of the Final Pretrial Conference, counsel shall e-mail the following documents to ndd_J-Klein@ndd.uscourts.gov in "WordPerfect" or "Word" format:

- (1) Final Pretrial Statement;
- (2) Exhibit List for each party; and
- (3) Expert Reports.

Final Pretrial Statement: Counsel will jointly prepare for presentation to the court at pretrial a Final Pretrial Statement in substantially the same form as the sample posted on the court's website (<http://www.ndd.uscourts.gov/forms.html>). Rule 26(a)(3) disclosures shall be incorporated into the Final Pretrial Statement.

Counsel are not required to stipulate or waive anything. They are required to confer in advance of the conference and prepare and joint Final Pretrial Statement covering the matters set out in this order for presentation to the court at the final pretrial conference.

The Final Pretrial Statement must be completed and signed by all counsel, signifying acceptance. The court will enter an order following the conference accepting or modifying its terms.

Exhibits: Counsel are directed to complete the physical marking and numbering of all papers and objects that are expected to be introduced as exhibits. The exhibits are to be marked with an exhibit sticker. The parties must number the exhibits consecutively, with each party using separate numbers with sufficient gaps for unanticipated or rebuttal exhibits (e.g., the plaintiff using numbers P1-P20 and the defendant using numbers D50-D70). The exhibits shall be listed in the form of the Exhibit List posted on the court's website (<http://www.ndd.uscourts.gov/forms.html>). Counsel will retain the exhibits in their possession but shall submit the list with the Final Pretrial Statement as a separate document. Counsel must disclose and list all exhibits relating to an issue on which their client has the burden of proof or the burden of going forward with the evidence. Each listed exhibit shall be designated as "will offer" or "may offer." Documents to be used solely for rebuttal purposes need not be numbered or listed until identified at trial.

Failure to list an exhibit required by this order to be listed or to disclose such exhibit to adverse counsel will result, except upon a showing of good cause, in the nonadmissibility of the

exhibit into evidence at the trial. Each party shall make its exhibits available for inspection by other parties prior to the pretrial conference.

For each listed exhibit, counsel shall determine whether they will stipulate to admissibility for all purposes or at least waive foundation for the opposing party's exhibits. The court strongly encourages such agreement and expects counsel to waive foundation unless there is a strong, specific objection to a particular exhibit. Any stipulation to admissibility or waiver of foundation shall be indicated in the appropriate column on the exhibit list.

The non-offering party shall list in the Final Pretrial Statement any objections to admissibility of exhibits by the offering party. Objections not so disclosed (other than objections under Federal Rules of Evidence 402 and 403) shall be deemed waived unless excused by the court for good cause shown. See Fed. R. Civ. P. 26(a)(3).

Expert Reports: Copies of expert reports prepared in accordance with Rule 26(a)(2)(B) by those experts the parties anticipate calling as witnesses shall be e-mailed to ndd_J-Klein@ndd.uscourts.gov as a separate document.

FOLLOWING PRETRIAL AND PRIOR TO TRIAL

Trial Memorandum: Counsel for the respective parties shall file a trial memorandum with proof of service upon opposing counsel with the clerk, for presentment to the court, at least seven (7) days before the commencement of trial. The trial memorandum shall contain: A general statement of the case, citation of the authority upon which the party relies on unresolved legal issues, a general statement of the evidence to be offered, and a statement of any evidentiary or procedural problem expected to arise, with citations of authority.

Depositions: At least fourteen (14) days before trial the offering party shall file and serve a designation of those portions of any depositions which will be presented at trial, and the manner in which each of those depositions was recorded. A transcript of the pertinent portions of any deposition not stenographically recorded shall accompany the designation. The other parties shall have until seven (7) days before trial to designate additional portions of any deposition appearing on the offering party's list.

Any party who objects to admissibility of deposition testimony to be offered shall have until four (4) days prior to trial to file a list of objections it intends to preserve. All other objections will be deemed waived. Counsel shall then confer prior to commencement of the trial to edit the depositions.

As to any deposition which may be used only if the need arises (other than solely for impeachment purposes), the offering party shall notify the court and other parties at least forty-eight (48) hours in advance that it will be offering the deposition at trial, and identify the portions to be offered. The other parties shall then have twenty-four (24) hours to identify additional portions and to preserve any objections to admissibility of the deposition testimony. Objections not specifically preserved will be deemed waived. Counsel shall then confer prior to the offering of the deposition to edit the testimony.

Jury Instructions: In jury cases, each party must serve and file requested jury instructions and a proposed verdict form at least seven (7) days prior to the commencement of trial. Each party must also submit the instructions to the trial judge's chambers via e-mail (ndd_J-Erickson@ndd.uscourts.gov or ndd_J-Klein@ndd.uscourts.gov) or provide chambers with a copy

of the proposed instructions on CD. A party may present additional requests for instructions relating to issues arising during the trial at any time prior to argument.

All requests for instructions must be plainly marked with the number of the case and must designate the party submitting the request. Each requested instruction must be numbered and written on a separate page, together with a citation of authorities supporting the proposition of law stated in the instruction. A party requesting an Eighth Circuit or North Dakota pattern instruction need only designate the pattern jury instruction number and name, unless the pattern instruction is modified. If the pattern instruction is modified, the entire instruction must be submitted and must be clearly identified as modified.

Motions in Limine: Motions in limine shall be filed at least thirty (30) days prior to trial unless otherwise instructed by the court.

Failure to Appear/Comply: Failure of counsel to appear at any scheduled final pretrial conference, or otherwise to comply with the provisions of this order, may result in dismissal or default, as may be appropriate.

Dated this _____ day of _____, _____.

Karen K. Klein
United States Magistrate Judge

IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF NORTH DAKOTA
_____ DIVISION

Caption of Case)
)
)
) Civil No. _____
)
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FINAL PRETRIAL STATEMENT

A final pretrial conference was held on the _____ day of _____,
20__.

Appearing for the parties as counsel were: (List the counsel who will attend the final pretrial conference).

1. **Exhibit List:** A list of the exhibits to be offered by the parties is listed on the Exhibit List, including a "will offer" or "may offer" designation.

The list indicates which exhibits the parties stipulate be received in evidence and available for use at trial for all purposes (unless otherwise indicated below), and for which exhibits the parties (though not stipulating to admissibility) have agreed to waive foundation.

Plaintiff specifically objects to the following exhibits listed by defendant(s):

Exhibit No.	Ground(s) of Objection
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Defendant specifically objects to the following exhibits listed by plaintiff(s):

Exhibit No.	Ground(s) of Objection
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2. **Fact Witnesses:**

- A. Plaintiffs -- All witnesses, other than experts, to be called to testify by plaintiff(s), except those who may be called for rebuttal purposes only, are: (Designate in manner set out below)

Name of Witness	Will Call/May Call	Indicate if by Written Video Deposition/or Video Conference
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- B. Defendants -- All witnesses, other than experts, to be called to testify by defendant(s), except those listed in the preceding paragraph as expected to be called by the plaintiff(s) and except those who may be called for rebuttal purposes only, are: (Designate in manner set out above)

(If there are other parties, a similar list is to be made for each.)

It is understood that, except upon a showing of good cause, no witness whose name and address does not appear herein shall be permitted to testify over objection for any purpose except rebuttal.

3. **Expert Witnesses:**

- A. Plaintiff(s) -- The expert witnesses to be called by plaintiff(s) are: (Designate in manner set out below)

Name of Witness	Will Call/May Call	Indicate if by Written Video Deposition/or Video Conference
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- B. Defendant(s) -- The expert witnesses to be called by defendant(s) are: (Designate in manner set out above)

4. **Depositions:** Plaintiff hereby designates the following deposition testimony that will be offered at trial:

Name of Witness	Deposition pages & lines
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Defendant hereby designates the following deposition testimony that will be offered at trial:

Name of Witness	Deposition pages & lines
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5. **Discovery Materials:** All specific answers to written interrogatories or responses to requests for admissions which are expected to be offered in evidence by the plaintiff, except for impeachment or rebuttal purposes only, are: (Specifically designate answers to interrogatories and responses to requests for admissions by answer or response number).

All answers to written interrogatories or responses to requests for admissions which are expected to be offered in evidence by the defendant, except for impeachment or rebuttal purposes only, are: (Specifically designate in the manner set out above).

(If there are other parties, a designation should be made by each.)

(Discovery materials to be offered in evidence shall not be filed prior to commencement of trial. The clerk will file the materials as they are offered in evidence. At the conclusion of trial, discovery material which has been received in evidence may be withdrawn.)

6. **Uncontroverted Facts:** The parties agree that the following may be accepted as established facts for purposes of this case only:
7. **Issues to be Determined at Trial:** The issues remaining to be determined at trial are: (separately & specifically list each genuinely controverted issue on the merits).
8. **Other Issues for the Court's Attention:** Other matters requiring the court's attention prior to or during trial are: (List legal and procedural issues to which the court should be alerted).
9. The parties do/do not agree to waive exclusion of witnesses from the courtroom pending completion of their testimony.
10. **Length & type of trial:** Counsel estimate the trial will consume not less than _____ day(s), nor more than _____ days. Trial will be (jury/nonjury).

(Signatures of all counsel, signifying acceptance).