

STANDING ORDER REGARDING FINAL TRIAL CONFERENCE

1. A FINAL TRIAL CONFERENCE shall be scheduled at 9 a.m. the Friday 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 a representative with 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**;
  - b. 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;
  - c. An exhibit list with columns labeled "Offered," "Admitted," and "Refused;"
  - d. All stipulations;
  - e. All preliminary motions and motions *in limine*;
  - f. 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.
  - g. 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.

Dated this 1<sup>st</sup> day of March, 2021

ENTERED:

Judge Mitchel L. Hoffman  
Judge Luis A. Berrones

Judge Joseph V. Salvi  
Judge David P. Brodsky

Judge Daniel B. Shanes  
Judge Jacquelyn D. Melius

Judge Charles W. Smith