

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA

PLAINTIFF’S NAME, *et al.*,  
Plaintiff/s,  
v.  
DEFENDANT’S NAME, *et al.*,  
Defendant/s.

Case No. 0:00-cv-00000-FLA ( x)  
**SCHEDULING AND TRIAL  
ORDER FOR STANDARD CIVIL  
ACTIONS**

**CONTENTS**

1

2 **I. SCHEDULE.....3**

3     A. Deadlines for Motions .....5

4     B. Discovery Cut-Off and Discovery Disputes.....5

5     C. Law and Motion and Local Rule 7-3.....6

6     D. Settlement Conference/Alternative Dispute Resolution Procedures .....6

7     E. Final Pretrial Conference/Proposed Final Pretrial Conference Order .....7

8 **II. TRIAL REQUIREMENTS.....8**

9     A. Schedule for Filing Pretrial Documents for Jury and Bench Trials .....8

10         1. Motions *in Limine* .....9

11         2. Witness Lists .....10

12         3. Joint Exhibit List .....10

13         4. Jury Instructions (Jury Trial Only).....10

14         5. Joint Verdict Forms (Jury Trial Only) .....12

15         6. Joint Statement of the Case (Jury Trial Only).....13

16         7. *Voir Dire* (Jury Trial Only) .....13

17         8. Proposed Findings of Fact and Conclusions of Law (Bench Trial Only)13

18         9. Declarations of Direct Testimony (Bench Trial Only) .....14

19     B. Trial Exhibits .....14

20     C. Materials to Present on First Day of Trial .....16

21     D. Court Reporter .....16

22     E. Jury Trial.....16

23 **III. CONDUCT OF ATTORNEYS AND PARTIES.....17**

24     A. Meeting and Conferring Throughout Trial.....17

25     B. Opening Statements, Witness Examinations, and Summation.....17

26     C. Objections to Questions.....17

27     D. Closing Arguments and Post-Trial Briefs (Bench Trial) .....17

28     E. General Decorum While in Session .....18

   F. Promptness.....19

   G. Exhibits.....19

   H. Depositions .....20

   I. Using Numerous Answers to Interrogatories and Requests for Admission..21

   J. Advance Notice of Unusual or Difficult Issues.....21

   K. Continuances of Pretrial and Trial Dates.....21

1 **I. SCHEDULE**

2 The Scheduling Order governing this action is set forth in the Schedule of  
3 Pretrial and Trial Dates chart below. The box in the upper right-hand corner of the  
4 chart states whether the trial will be by jury or court. If the parties<sup>1</sup> seek to set  
5 additional dates, they may file a request or, if they are in agreement, a Stipulation and  
6 a Proposed Order.

7 The parties should refer to the court’s Standing Order for requirements  
8 regarding specific motions, discovery, certain types of filings, courtesy copies,  
9 emailing signature items to chambers, alternative dispute resolution, and other  
10 matters pertaining to all cases. A copy of the court’s Standing Order is available at:  
11 <http://www.cacd.uscourts.gov/honorable-fernando-l-aenlle-rocha>.

12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27 \_\_\_\_\_  
28 <sup>1</sup> The term “parties” includes unrepresented parties as well as counsel for  
represented parties.

**DISTRICT JUDGE FERNANDO L. AENLLE-ROCHA**  
**SCHEDULE OF PRETRIAL AND TRIAL DATES**

Trial and Final Pretrial Conference Dates	Court Order
Trial	_ at 8:15 a.m. <input checked="" type="checkbox"/> Jury Trial <input type="checkbox"/> Bench Trial Est. _ Days
Final Pretrial Conference ("FPTC") [L.R. 16], Hearing on Motions <i>in Limine</i>	_ at 1:00 p.m.
Event Note: Hearings shall be on Fridays at 1:30 p.m.	Court Order
Last Date to <u>Hear</u> Motion to Amend Pleadings or Add Parties [Friday]	
Fact Discovery Cut-Off [Friday]	
Expert Disclosure (Initial)	
Expert Disclosure (Rebuttal)	
Expert Discovery Cut-Off	
Last Date to <u>Hear</u> Motions [Friday] <ul style="list-style-type: none"> <li>• Rule 56 Motion due at least 5 weeks before hearing</li> <li>• Opposition due 2 weeks after Motion is filed</li> <li>• Reply due 1 week after Opposition is filed</li> </ul>	
Deadline to Complete Settlement Conference [L.R. 16-15]	<input type="checkbox"/> 1. Magistrate Judge <input checked="" type="checkbox"/> 2. Court Mediation Panel <input type="checkbox"/> 3. Private Mediation
<u>Trial Filings</u> (first round) <ul style="list-style-type: none"> <li>• Motions <i>in Limine</i></li> <li>• Memoranda of Contentions of Fact and Law [L.R. 16-4]</li> <li>• Witness Lists [L.R. 16-5]</li> <li>• Joint Exhibit List [L.R. 16-6.1]</li> <li>• Joint Status Report Regarding Settlement</li> <li>• Proposed Findings of Fact and Conclusions of Law [L.R. 52] (bench trial only)</li> <li>• Declarations containing Direct Testimony, if ordered (bench trial only)</li> </ul>	
<u>Trial Filings</u> (second round) <ul style="list-style-type: none"> <li>• Oppositions to Motions <i>in Limine</i></li> <li>• Joint Proposed Final Pretrial Conference Order [L.R. 16-7]</li> <li>• Joint Agreed Upon Proposed Jury Instructions (jury trial only)</li> <li>• Disputed Proposed Jury Instructions (jury trial only)</li> <li>• Joint Proposed Verdict Forms (jury trial only)</li> <li>• Joint Proposed Statement of the Case (jury trial only)</li> <li>• Proposed <i>Voir Dire</i> Questions, if any (jury trial only)</li> <li>• Evidentiary Objections to Declarations of Direct Testimony (bench trial only)</li> </ul>	

1           **A.     Deadlines for Motions**

2           All motions must be noticed to be heard on or before their respective  
3 deadlines. All unserved parties will be dismissed at the time of the Final Pretrial  
4 Conference (“FPTC”) pursuant to Local Rule 16-8.1.

5           **B.     Discovery Cut-Off and Discovery Disputes**

6           1.     Discovery Cut-off: The cut-off date for discovery is not the date  
7 by which discovery requests must be served; it is the date by which all discovery,  
8 including all hearings on any related motions, must be completed. Thus, written  
9 discovery must be served and depositions must begin sufficiently in advance of the  
10 discovery cut-off date to permit the propounding party enough time to challenge  
11 responses deemed to be deficient via motion practice. Given the requirements to  
12 meet and confer and to give notice, a planned motion to compel must ordinarily be  
13 discussed with the opposing party at least six (6) weeks before the cut-off.

14          2.     Expert Discovery: All expert disclosures must be made in writing.  
15 The parties should begin expert discovery shortly after the initial designation of  
16 experts. The FPTC and trial dates will not be continued merely because expert  
17 discovery is not completed. Failure to comply with these or any other orders  
18 concerning expert discovery may result in the expert being excluded as a witness.

19          3.     Discovery Disputes: The parties must make every effort to resolve  
20 discovery disputes in a courteous, reasonable, and professional manner. Counsel  
21 must adhere to the court’s Civility and Professionalism Guidelines at:

22 [http://www.cacd.uscourts.gov/attorneys/admissions/civility-and-professionalism-](http://www.cacd.uscourts.gov/attorneys/admissions/civility-and-professionalism-guidelines)  
23 [guidelines.](http://www.cacd.uscourts.gov/attorneys/admissions/civility-and-professionalism-guidelines)

24          4.     Discovery Motions: Discovery motions are handled by the  
25 Magistrate Judge assigned to the case. Any motion challenging the adequacy of  
26 discovery responses must be filed, served, and calendared sufficiently in advance of  
27 the discovery cut-off date to permit the responses to be obtained before that date if  
28 the motion is granted.

1           **C. Law and Motion and Local Rule 7-3**

2           The parties are required under Local Rule 7-3 to meet and confer to attempt to  
3 resolve disputes before filing a motion. In addition, this court requires the parties to  
4 meet and confer regarding any other request for relief except those identified as  
5 exempt in Local Rules 7-3 and 16-12.

6           The parties should review the court’s Standing Order for instructions regarding  
7 motions to dismiss, motions to amend, motions for summary judgment, and other  
8 forms of relief.

9           **D. Settlement Conference/Alternative Dispute Resolution Procedures**

10          Pursuant to Local Rule 16-15, the parties must participate in a Settlement  
11 Conference or Alternative Dispute Resolution (“ADR”) procedure. The Scheduling  
12 Order indicates the procedure the parties shall use. If the parties prefer an ADR  
13 procedure other than the one ordered by the court, they shall file a Stipulation and  
14 Proposed Order. The parties’ request may not necessarily be granted. No case will  
15 proceed to trial unless all parties, including the principals of all corporate parties,  
16 have appeared personally at a settlement conference. In the event the settlement  
17 conference is before a Magistrate Judge, the latter shall determine the form, manner,  
18 and content of the conference.

19          The parties shall file a Joint Status Report regarding the outcome of settlement  
20 negotiations, the likelihood of possible further negotiations, and any assistance the  
21 court may provide concerning settlement negotiations. The Joint Status Report shall  
22 not disclose the parties’ settlement positions, *i.e.*, the terms of any offers or demands.  
23 If the parties were unable to reach a settlement, the Status Report shall describe the  
24 efforts made by the parties to resolve the dispute informally, *i.e.*, the occasions and  
25 dates when the parties participated in mediation or settlement conferences. The  
26 Status Report shall also include the name of the mediator who assisted the parties  
27 with their settlement conference.

28          ///

1           **E.     Final Pretrial Conference/Proposed Final Pretrial Conference Order**

2           The court has set a FPTC pursuant to Fed. R. Civ. P. 16 and Local Rule 16-8.  
3           The court requires strict compliance with Fed. R. Civ. P. 16 and 26, and Local Rule  
4           16. Each party appearing in this action must be represented at the FPTC by lead trial  
5           counsel. The parties must be prepared to discuss streamlining the trial, including  
6           presentation of testimony by deposition excerpts or summaries, time limits, and  
7           stipulations to undisputed facts.

8           The parties must file a proposed Final Pretrial Conference Order (“Proposed  
9           FPTCO”) at least fourteen (14) days before the FPTC. A template for the Proposed  
10          FPTCO is available on Judge Aenlle-Rocha’s webpage. The parties must use this  
11          template.

12          In specifying the surviving pleadings under section 1, state which claims or  
13          counterclaims have been dismissed or abandoned, *e.g.*, “Plaintiff’s second cause of  
14          action for breach of fiduciary duty has been dismissed.” Also, in multiple-party cases  
15          where not all claims or counterclaims will be prosecuted against all remaining parties  
16          on the opposing side, state to which party or parties each claim or counterclaim is  
17          directed.

18          The parties must attempt to agree on and set forth as many uncontested facts as  
19          possible. The court will read the uncontested facts to the jury at the start of trial. A  
20          carefully drafted and comprehensively stated stipulation of facts will shorten the trial  
21          and increase jury understanding of the case.

22          In drafting the factual issues in dispute, the parties must state issues as ultimate  
23          facts, rather than evidentiary facts. The issues of fact should track the elements of a  
24          claim or defense on which the jury will be required to make findings.

25          Issues of law should state legal issues on which the court will be required to  
26          rule during the trial and should not list ultimate fact issues to be submitted to the trier  
27          of fact.

28          ///

1 The parties shall email the Proposed FPTCO in Microsoft Word format to  
2 chambers at [FLA\\_Chambers@cacd.uscourts.gov](mailto:FLA_Chambers@cacd.uscourts.gov).

## 3 **II. TRIAL REQUIREMENTS**

4 The parties must comply with Local Rule 16. Pursuant to Local Rule 16-2,  
5 lead trial counsel for each party are required to meet and confer in person forty (40)  
6 days in advance to prepare for the FPTC. The parties must comply with Local Rule  
7 16-2, except where the requirements set forth in this Order differ from or supplement  
8 those contained in Local Rule 16. The court may take the FPTC off calendar,  
9 continue the trial, and/or impose other sanctions for failure to comply with these  
10 requirements.

### 11 **A. Schedule for Filing Pretrial Documents for Jury and Bench Trials**

12 The schedule for filing pretrial documents is as follows:

#### 13 **◆ At least twenty-eight (28) days before the FPTC:**

- 14 • Motions *in Limine*
- 15 • Memoranda of Contentions of Fact and Law
- 16 • Witness Lists
- 17 • Joint Exhibit List
- 18 • Joint Status Report Regarding Settlement
- 19 • Proposed Findings of Fact and Conclusions of Law (bench trial only)
- 20 • Declarations containing Direct Testimony (bench trial only)

#### 21 **◆ At least fourteen (14) days before the FPTC:**

- 22 • Oppositions to Motions *in Limine*
- 23 • Joint Proposed FPTCO
- 24 • Joint Agreed Upon Proposed Jury Instructions (jury trial only)
- 25 • Disputed Proposed Jury Instructions (jury trial only)
- 26 • Joint Proposed Verdict Forms (jury trial only)
- 27 • Joint Proposed Statement of the Case (jury trial only)
- 28 • Proposed *Voir Dire* Questions, if any (jury trial only)



- Evidentiary Objections to Declarations of Direct Testimony (bench trial only)

The parties shall email copies of: (1) the Witness Lists, (2) the Joint Exhibit List, (3) the Joint Proposed FPTCO, (4) the Joint Agreed Upon Proposed Jury Instructions, (5) the Disputed Proposed Jury Instructions, (6) Joint Proposed Verdict Forms, and (7) Proposed *Voir Dire* Questions, including any amended documents, in Microsoft Word format to chambers the day they are due at:

[FLA\\_Chambers@cacd.uscourts.gov](mailto:FLA_Chambers@cacd.uscourts.gov).

### 1. **Motions *in Limine***

Motions *in limine* shall address only the admission or exclusion of evidence at trial. Motions *in limine* will be heard and ruled on at the FPTC. The court may rule orally instead of in writing. Each side is limited to five (5) motions *in limine* unless the court grants leave to file additional motions. All motions *in limine* must be filed at least twenty-eight (28) days before the FPTC. Oppositions must be filed at least fourteen (14) days before the FPTC. There shall be no replies. Motions *in limine* and oppositions must not exceed 2,800 words in length, or ten (10) pages for handwritten briefs and briefs prepared using a typewriter. Challenges to expert testimony and/or reports should be brought as motions *in limine* and are subject to the aforementioned schedule and limit. Any challenges to expert testimony or reports brought as separate motions shall be stricken.

Before filing a motion *in limine*, the parties must meet and confer to determine whether the opposing party intends to introduce the disputed evidence and attempt to reach an agreement that would obviate the need for the motion. Motions *in limine* should address specific issues (*e.g.*, not “to exclude all hearsay”). Motions *in limine* should not be disguised motions for summary adjudication of issues. The court may strike excessive or unvetted motions *in limine*.

///

///

1                   **2.     Witness Lists**

2                   Witness lists must be filed twenty-eight (28) days before the FPTC. They must  
3 be in the format specified in Local Rule 16-5, and must include for each witness (i) a  
4 brief description of the testimony, (ii) the reasons the testimony is unique and not  
5 redundant, and (iii) a time estimate in hours for direct and cross-examination. The  
6 parties should use the template posted to Judge Aenlle-Rocha’s webpage. Any  
7 Amended Witness List must be filed by 12:00 p.m. (noon) on the Friday before trial  
8 and emailed to [FLA\\_Chambers@cacd.uscourts.gov](mailto:FLA_Chambers@cacd.uscourts.gov) in Microsoft Word format.

9                   **3.     Joint Exhibit List**

10                  The Joint Exhibit List must be filed twenty-eight (28) days before the FPTC. It  
11 must be in the format specified in Local Rule 16-6 and shall include an additional  
12 column stating any objections to authenticity and/or admissibility and the reasons for  
13 the objections. The parties should use the template posted to Judge Aenlle-Rocha’s  
14 webpage. Any Amended Joint Exhibit List must be filed by 12:00 p.m. (noon) on the  
15 Friday before trial and emailed to [FLA\\_Chambers@cacd.uscourts.gov](mailto:FLA_Chambers@cacd.uscourts.gov) in Microsoft  
16 Word format.

17                  **4.     Jury Instructions (Jury Trial Only)**

18                  Joint agreed upon proposed jury instructions must be filed no later than fourteen  
19 (14) days prior to the FPTC. The parties shall make every effort to agree upon jury  
20 instructions before submitting proposals to the court. The court expects the parties to  
21 agree on the substantial majority of instructions, particularly when pattern or model  
22 jury instructions exist and provide a statement of applicable law. The parties shall  
23 meet and confer regarding jury instructions according to the following schedule:

- 24                  • Thirty-five (35) days before the FPTC: The parties shall exchange  
25                   proposed general and special jury instructions.
- 26                  • Twenty-eight (28) days before the FPTC: The parties shall exchange any  
27                   objections to the instructions.

28                  ///

- 1 • Twenty-one (21) days before the FPTC: The parties shall meet and  
2 confer with the goal of reaching agreement on one set of Joint Agreed  
3 Upon Proposed Jury Instructions.
- 4 • Fourteen (14) days before FPTC: The parties shall file their (1) Joint  
5 Agreed Upon Proposed Jury Instructions and their (2) Disputed Jury  
6 Instructions.

7 The parties shall file clean and “redline” sets of their (1) Joint Agreed Upon  
8 Proposed Jury Instructions, and (2) Disputed Jury Instructions. The “redline” sets  
9 shall include all modifications made by the parties to pattern or model jury  
10 instructions, any disputed language, and the factual or legal basis for each party’s  
11 position as to each disputed instruction. Where appropriate, the disputed instructions  
12 shall be organized by subject, so that instructions that address the same or similar  
13 issues are presented sequentially. If there are excessive or frivolous disagreements  
14 over jury instructions, the court will order the parties to meet and confer immediately  
15 until they substantially narrow their disagreements.

16 Sources: When the *Manual of Model Jury Instructions for the Ninth Circuit*  
17 provides an applicable jury instruction, the parties should submit the most recent  
18 version, modified and supplemented to fit the circumstances of the case. Where  
19 California law applies, the parties should use the current edition of the *Judicial*  
20 *Council of California Civil Jury Instructions* (“CACI”). If neither applies, the parties  
21 should consult the current edition of O’Malley, *et al.*, *Federal Jury Practice and*  
22 *Instructions*. The parties may submit alternatives to these instructions only if there is  
23 a reasoned argument that they do not properly state the law or are incomplete. The  
24 court seldom gives instructions derived solely from case law.

25 Format: Each requested instruction shall: (1) cite the authority or source of the  
26 instruction, (2) be set forth in full, (3) be on a separate page, (4) be numbered, (5)  
27 cover only one subject or principle of law, and (6) not repeat principles of law  
28 contained in any other requested instruction. Jury instructions should be modified as

1 necessary to fit the facts of the case (*e.g.*, inserting names of parties or witnesses to  
2 whom an instruction applies). Where language appears in brackets in the pattern or  
3 model instruction, counsel shall select the appropriate text and eliminate the  
4 inapplicable bracketed text.

5 Index: All proposed jury instructions must have a consecutively numbered  
6 joint index that lists the instructions in the order they will be given. Disputed  
7 instructions should be included in the index. The court will renumber the jury  
8 instructions once they are finalized. The joint index should include the following for  
9 each instruction, as illustrated in the example below:

- 10 • the number of the instruction;
- 11 • the title of the instruction;
- 12 • the source of the instruction and any relevant case citations; and
- 13 • the page number of the instruction.

14 ***Example:***

<u>Instruction #</u>	<u>Title</u>	<u>Source</u>	<u>Page #</u>
15 1	Trademark-Defined 16 (15 U.S.C. § 1127)	9th Cir. 8.5.1	1

17  
18 During the FPTC and at trial and before closing argument, the court will meet  
19 with the parties to settle the instructions. At that time, the parties will have an  
20 opportunity to make an oral record concerning their objections.

21 **5. Joint Verdict Forms (Jury Trial Only)**

22 The parties shall make every effort to agree on a general verdict form before  
23 submitting proposals to the court, and shall file a proposed joint general verdict form  
24 fourteen (14) days before the FPTC. If the parties are unable to agree on a verdict  
25 form, the parties shall file one document titled “Competing Verdict Forms” which  
26 shall include: (i) the parties’ respective proposed verdict form; (ii) a “redline” of any  
27 disputed language; and (iii) the factual or legal basis for each party’s respective  
28 position.

1                   **6. Joint Statement of the Case (Jury Trial Only)**

2                   The parties must file a Joint Statement of the Case fourteen (14) days before  
3 the FPTC for the court to read to the prospective jurors before commencement of *voir*  
4 *dire*. The joint statement should be brief and neutral and must not be more than one  
5 page in length.

6                   **7. Voir Dire (Jury Trial Only)**

7                   Generally, a jury in a civil action will consist of eight (8) jurors. In most cases,  
8 the court will seat eight (8) prospective jurors in the jury box. The court will conduct  
9 the *voir dire*. The court uses a written questionnaire that requires prospective jurors  
10 to answer orally, a copy of which is posted on Judge Aenlle-Rocha’s webpage. The  
11 parties may file any proposed case-specific *voir dire* questions for the court’s  
12 consideration at least fourteen (14) days before the FPTC. If it considers the  
13 questions proper, the court will include them in the written questionnaire. At the  
14 conclusion of the court’s *voir dire*, the parties may suggest additional questions for  
15 the court’s consideration during a sidebar or recess outside the prospective jurors’  
16 presence. *See* Fed. R. Civ. P. 47.

17                   Each side will have three (3) peremptory challenges in total regardless of the  
18 number of parties. All challenges for cause shall be made at side bar or otherwise  
19 outside the prospective jurors’ presence. The court will not necessarily accept a  
20 stipulation to a challenge for cause. Peremptory challenges shall be made from  
21 counsel table in the presence of the prospective jurors. After all challenges have been  
22 exercised or the parties accept the panel consecutively, the remaining jurors will be  
23 the jury.

24                   **8. Proposed Findings of Fact and Conclusions of Law (Bench**  
25 **Trial Only)**

26                   For any trial requiring findings of fact and conclusions of law, each party shall  
27 file and serve on the opposing party, no later than twenty-eight (28) days before the  
28 FPTC, its Proposed Findings of Fact and Conclusions of Law in the format specified

1 in Local Rule 52-3.

2 The parties may submit Supplemental Proposed Findings of Fact and  
3 Conclusions of Law during the trial. Once trial concludes, the court may order the  
4 parties to file Revised Proposed Findings of Fact and Conclusions of Law with  
5 citations to the record.

6 **9. Declarations of Direct Testimony (Bench Trial Only)**

7 When ordered by the court in a particular case, each party shall, at least  
8 twenty-eight (28) days before the FPTC, file declarations containing the direct  
9 testimony of each witness whom that party intends to call at trial. If such  
10 declarations are filed, each party shall file any evidentiary objections to the  
11 declarations submitted by any other party at least fourteen (14) days before the FPTC.  
12 Such objections shall be submitted in the following three-column format: (i) the left  
13 column should contain a verbatim quote of each statement objected to (including  
14 page and line number); (ii) the middle column should set forth a concise legal  
15 objection (*e.g.*, hearsay, lacks foundation, *etc.*) with a citation to the corresponding  
16 Federal Rule of Evidence or, where applicable, a case citation; and (iii) the right  
17 column should provide space for the court's ruling on the objection. The court  
18 anticipates issuing its ruling on the objections during the FPTC.

19 **B. Trial Exhibits**

20 Trial exhibits that consist of documents and photographs must be submitted to  
21 the court in three-ring binders. The parties shall submit to the court three (3) sets of  
22 binders: one (1) original set of trial exhibits, and two (2) copies of trial exhibits. The  
23 original set of exhibits shall be for use by the jury during its deliberations, and the  
24 copies are for the court. The parties should prepare additional copies of exhibits for  
25 their own use and for use by witnesses. The parties must review the exhibit list and  
26 exhibit binders with the Courtroom Deputy Clerk before the admitted exhibits will be  
27 given to the jury. In the event the exhibits are voluminous, the parties should  
28 consider the use of electronic tablets for the court and the witnesses thereby avoiding

1 the need for binders.

2 All exhibits placed in three-ring binders must be indexed by exhibit number  
3 with tabs or dividers on the right side. Exhibits shall be numbered sequentially 1, 2,  
4 3, *etc.*, not 1.1, 1.2, *etc.* See Local Rule 16-6. Every page of a multi-page exhibit  
5 must be numbered. Defendant’s exhibit numbers shall not duplicate Plaintiff’s  
6 numbers. The spine of each binder shall indicate the volume number and the range of  
7 exhibit numbers included in the volume.

- 8 • The original exhibits shall bear the official exhibit tags (yellow tags for  
9 Plaintiff’s exhibits and blue tags for Defendant’s exhibits) affixed to the  
10 front upper right-hand corner of the exhibit, with the case number, case  
11 name, and exhibit number stated on each tag. Tags may be obtained from  
12 the Clerk’s Office, or the parties may print their own exhibit tags using  
13 Forms G-14A and G-14B on the “Court Forms” section of the court’s  
14 website at: <https://www.cacd.uscourts.gov/forms/exhibit-tags-plaintiff-g-14a-defendant-g-14b-joint-g-14c>.  
15
- 16 • The copies of exhibits must bear copies of the official exhibit tags that were  
17 placed on the original exhibits and be indexed with tabs or dividers on the  
18 right side.

19 The parties must also submit to the court a USB flash drive containing  
20 electronic versions of all exhibits. Plaintiff’s exhibits must be placed in a separate  
21 folder from Defendant’s exhibits, and the document file names must include the  
22 exhibit number and a brief description of the document, for example: “Ex. 1 - Smith  
23 Declaration.pdf” or “Ex. 105 - Letter Dated 1-5-20.pdf.”

24 The court provides audio/visual equipment for use during trial. The parties are  
25 encouraged to use it. More information is available at:  
26 <http://www.cacd.uscourts.gov/clerk-services/courtroom-technology>. The court does  
27 not permit exhibits to be “published” to the jurors before they are admitted into  
28 evidence. Once admitted, exhibits may be displayed electronically using the

1 equipment and screens in the courtroom. The court ordinarily does not permit  
2 exhibits to be handed to the jurors in the jury box. In the event an exhibit cannot be  
3 displayed properly via the monitors in the courtroom, counsel must secure approval  
4 by the court before handing an exhibit to the jury.

5 The parties must meet and confer at least ten (10) days before trial to stipulate  
6 as much as possible to foundation, waiver of the best evidence rule, and exhibits that  
7 may be received into evidence at the start of the trial. All such exhibits should be  
8 noted as admitted on the court and Courtroom Deputy Clerk's copy of the exhibit list.

9 **C. Materials to Present on First Day of Trial**

10 The parties must present the following materials to the Courtroom Deputy  
11 Clerk on the first day of trial:

- 12 1. The three sets of binders described above, with one (1) original set of  
13 trial exhibits for the jury, and two (2) copies of trial exhibits for the  
14 court.
- 15 2. The USB flash drive containing electronic versions of all exhibits.
- 16 3. Any excerpts of deposition transcripts to be used at trial, either as  
17 evidence or for impeachment. These lodged depositions are for the  
18 court's use. The parties must use their own copies during trial.

19 **D. Court Reporter**

20 Any party requesting special court reporter services for any hearing, such as  
21 "RealTime" transmission or daily transcripts, shall notify the court reporter at least  
22 fourteen (14) days before the hearing date.

23 **E. Jury Trial**

24 Trial days are generally Monday through Thursday, from 8:15 a.m. through  
25 2:30 p.m. On the first day of trial, the court will address initially preliminary matters  
26 and call a jury panel only when it is satisfied the case is ready for trial. Jury selection  
27 usually takes a few hours. The parties should be prepared to proceed with opening  
28 statements and witness examination immediately after jury selection.



1           Fridays are usually reserved for the court’s calendar. In the event the court’s  
2 calendar allows trial to proceed on Friday, the court will inform the parties during the  
3 Final Pretrial Conference. Once the trial concludes, the jury will be expected to  
4 deliberate Monday through Friday.

### 5 **III. CONDUCT OF ATTORNEYS AND PARTIES**

#### 6 **A. Meeting and Conferring Throughout Trial**

7           The parties must continue to meet and confer on all issues that arise during  
8 trial. The court will not rule on any such issue unless the parties have attempted to  
9 resolve it first.

#### 10 **B. Opening Statements, Witness Examinations, and Summation**

11           Counsel must use the lectern. Counsel should not consume jury time by  
12 writing out words and drawing charts or diagrams. All such aids must be prepared in  
13 advance. When appropriate, the court will establish and enforce time limits for all  
14 phases of trial, including opening statements, closing arguments, and the examination  
15 of witnesses.

#### 16 **C. Objections to Questions**

17           Counsel must not make speaking objections before the jury or otherwise make  
18 speeches, restate testimony, or attempt to guide a witness.

19           When objecting, counsel must rise to state the objection and state only that  
20 counsel objects and the legal grounds for the objection. If counsel desires to argue an  
21 objection further, counsel must seek permission from the court to do so.

#### 22 **D. Closing Arguments and Post-Trial Briefs (Bench Trial)**

23           For an overview and review of the evidence presented during trial, the court  
24 will rely on the parties’ closing arguments. In delivering closing arguments, the  
25 parties shall use their respective proposed findings of fact and conclusions of law as a  
26 “checklist” and should identify the evidence that supports their proposed findings.  
27 The court will not accept post-trial briefs unless it finds that circumstances warrant  
28 additional briefing and such briefing is specifically authorized.

1           **E.     General Decorum While in Session**

2           1.     Counsel must not approach the Courtroom Deputy Clerk, the jury  
3 box, or the witness stand without court authorization and must return to the lectern  
4 when the purpose for the approach has been accomplished.

5           2.     Counsel must rise when addressing the court, and when the court  
6 or the jury enters or leaves the courtroom, unless directed otherwise.

7           3.     Counsel must address all remarks to the court. Counsel must not  
8 address the Courtroom Deputy Clerk, the court reporter, persons in the audience, or  
9 opposing counsel. Any request to re-read questions or answers shall be addressed to  
10 the court. Counsel must ask the court’s permission to speak with opposing counsel.

11          4.     Counsel must not address or refer to witnesses or parties by first  
12 names alone, except for witnesses who are below age fourteen (14).

13          5.     Counsel must not offer a stipulation unless counsel have conferred  
14 with opposing counsel and have verified that the stipulation will be acceptable.

15          6.     Counsel must remain at counsel table throughout trial except to  
16 examine witnesses, or as otherwise needed to present evidence. Counsel must not  
17 leave counsel table to sit in the gallery or confer with any person in the back of the  
18 courtroom without the court’s permission.

19          7.     Counsel must not make facial expressions, nod, shake their heads,  
20 comment, or otherwise exhibit in any way any agreement, disagreement, or other  
21 opinion or belief concerning the testimony of a witness or argument by opposing  
22 counsel. Counsel shall instruct their clients and witnesses not to engage in such  
23 conduct.

24          8.     Counsel must never speak to jurors under any circumstance, and  
25 must not speak to co-counsel, opposing counsel, witnesses, or clients if the  
26 conversation can be overheard by jurors. Counsel must instruct their clients and  
27 witnesses to avoid such conduct.

28     ///

1           9.     Where a party has more than one lawyer, only one attorney may  
2 conduct the direct or cross-examination of a particular witness or make objections as  
3 to that witness.

4           10.    Bottled water is permitted in the courtroom but may not be placed  
5 on counsel table or the lectern. Food and other beverages are not permitted. Cell  
6 phones must be silenced or may be confiscated.

7           **F.     Promptness**

8           1.     The court expects the parties, counsel, and witnesses to be  
9 prompt. Once the parties and their counsel are engaged in trial, the trial must be their  
10 priority. The court will not delay progress of the trial or inconvenience jurors.

11          2.     If a witness was on the stand at the time of a recess or  
12 adjournment, the party that called the witness shall ensure the witness is back on the  
13 stand and ready to proceed as soon as trial resumes.

14          3.     The parties must notify the Courtroom Deputy Clerk in advance if  
15 any party, counsel, or witness requires a reasonable accommodation based on a  
16 disability or other reason.

17          4.     No presenting party may be without witnesses. If a party's  
18 remaining witnesses are not immediately available, thereby causing an unreasonable  
19 delay, the court may deem that party to have rested.

20          5.     The court generally will accommodate witnesses by permitting  
21 them to be called out of sequence. Counsel should meet and confer in advance and  
22 make every effort to resolve the matter.

23           **G.     Exhibits**

24          1.     Counsel must keep track of their exhibits and exhibit list, and  
25 record when each exhibit has been admitted into evidence.

26          2.     Counsel are responsible for any exhibits they secure from the  
27 Courtroom Deputy Clerk and must return them before leaving the courtroom.

28        ///

1           3. Any exhibit not previously marked must be accompanied by a  
2 request that it be marked for identification at the time of its first mention. Counsel  
3 must show a new exhibit to opposing counsel before the court session in which it is  
4 mentioned.

5           4. Counsel must inform the Courtroom Deputy Clerk of any  
6 agreements reached regarding any proposed exhibits, as well as those exhibits that  
7 may be received into evidence without a motion to admit.

8           5. When referring to an exhibit, counsel must refer to its exhibit  
9 number. Counsel should instruct their witnesses to do the same.

10          6. Counsel should not ask witnesses to draw charts or diagrams or  
11 ask the court's permission for a witness to do so. All demonstrative aids must be  
12 prepared fully in advance of the day's trial session.

#### 13           **H. Depositions**

14          1. In using deposition testimony for impeachment, counsel may  
15 adhere to either one of the following procedures:

16           a. If counsel wish to read the questions and answers as  
17 alleged impeachment and ask the witness no further questions on that subject,  
18 counsel shall first state the page and line where the reading begins and the page and  
19 line where the reading ends, and allow time for any objection. Counsel may then  
20 read the portions of the deposition into the record.

21           b. If counsel wish to ask the witness further questions on the  
22 subject matter, the deposition shall be placed in front of the witness and the witness  
23 told to read the relevant pages and lines silently. Counsel may then either ask the  
24 witness further questions on the matter and thereafter read the quotations, or read the  
25 quotations and thereafter ask further questions. Counsel should have available for  
26 the court and the witness extra copies of the deposition transcript for this purpose.

27          2. Where a witness is absent and the witness's testimony is to be  
28 offered by deposition, counsel may (a) have an individual sit on the witness stand and

1 read the testimony of the witness while the examining lawyer asks the questions, or  
2 (b) have counsel read both the questions and the answers.

3 **I. Using Numerous Answers to Interrogatories and Requests for**  
4 **Admission**

5 Whenever counsel expect to offer a group of answers to interrogatories or  
6 requests for admissions extracted from one or more lengthy discovery responses,  
7 counsel should prepare a new document listing each question and answer and  
8 identifying the document from which it has been extracted. Copies of this new  
9 document should be given to the court and the opposing party in advance.

10 **J. Advance Notice of Unusual or Difficult Issues**

11 If any party anticipates that a difficult question of law or evidence will  
12 necessitate legal argument requiring research or briefing, that party must give the  
13 court advance notice. The parties must notify the Courtroom Deputy Clerk  
14 immediately of any unexpected legal issue that could not have been foreseen and  
15 addressed in advance. To the extent such issue needs to be addressed outside the  
16 jury's presence, the relevant party must inform the Courtroom Deputy Clerk before  
17 jurors are excused for the day to minimize the time jurors are kept waiting. The court  
18 expects all parties to work diligently to minimize delays and avoid keeping jurors  
19 waiting.

20 **K. Continuances of Pretrial and Trial Dates**

21 Requests for continuances of pretrial and trial dates must be by motion,  
22 stipulation, or application, and be accompanied by a detailed declaration setting forth  
23 the reasons for the requested relief. The declaration should include whether any  
24 previous requests for continuances have been made and whether these requests were  
25 granted or denied by the court. Stipulations extending dates set by the court are not  
26 effective unless approved by the court.

27 The court has a strong interest in keeping scheduled dates certain, and changes  
28 in dates are disfavored. Trial dates set by the court will not readily be changed.

1 Therefore, a request or stipulation to continue a trial or pretrial date must be  
2 supported by a detailed factual showing of good cause and due diligence  
3 demonstrating the necessity for the continuance and a description of the parties'  
4 efforts, dating back to the filing of the complaint, of the steps they have taken to  
5 advance the litigation. This detailed showing must demonstrate that the work still to  
6 be performed reasonably could not have been accomplished within the applicable  
7 deadlines. General statements are insufficient to establish good cause. Without such  
8 compelling factual support and showing of due diligence, requests to continue dates  
9 set by the court may be denied.

10 Parties appearing *pro se* must comply with the Federal Rules of Civil  
11 Procedure and the Local Rules. *See* Local Rules 1-3 and 83-2.2.3.

12  
13 IT IS SO ORDERED.

14  
15 Dated:

16 \_\_\_\_\_  
17 FERNANDO L. AENLLE-ROCHA  
18 United States District Judge  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28