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**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA**

Case No.: CV - JLS(XXXx)

Plaintiff/s,

**CIVIL TRIAL ORDER**

v.

Defendant/s.

**PLEASE READ THIS ORDER CAREFULLY.**

**IT GOVERNS THIS CASE AND DIFFERS IN SOME RESPECTS FROM  
THE LOCAL RULES.**

This case has been assigned to the calendar of Judge Josephine L. Staton. Both the Court and counsel bear responsibility for the progress of this litigation in federal court. To “secure the just, speedy, and inexpensive determination” of this case, as called for in Federal Rule of Civil Procedure 1, all parties or their counsel are ordered to become familiar with the Federal Rules of Civil Procedure, the Local Rules of the Central District of California, and this Court’s Orders.

1 **THE COURT ORDERS AS FOLLOWS:**

2 Judge Staton’s Procedures web page is incorporated in this Order. The parties and  
3 counsel are ORDERED to review and comply with those procedures and notices, which  
4 may be accessed at: <http://www.cacd.uscourts.gov/honorable-josephine-l-staton>

5 **I. SCHEDULING**

6 **A. Deadline for Adding Parties:** The last day to file a motion to join other  
7 parties or to amend the pleadings is specified in the Scheduling Order. All unserved  
8 parties shall be dismissed no later than the date set for the Final Pretrial Conference.

9 **B. Motions for Summary Judgment or Partial Summary Judgment:**  
10 Motions for Summary Judgment or Partial Summary Judgment shall be filed no later than  
11 the last day for filing motions, as set forth in the Scheduling Order.

12 **C. Fact Discovery Cut-Off Date:** The Scheduling Order establishes a cut-off  
13 date for discovery in this action. This is not the date by which discovery requests must be  
14 served; it is the date by which all discovery is to be completed. In accordance with  
15 Federal Rule of Civil Procedure 16(b)(4), the Court will not approve stipulations between  
16 counsel that permit responses to be served after the cut-off date unless the parties show  
17 good cause.

18 **D. Discovery Motions:** Any motion regarding the inadequacy of responses to  
19 discovery must be filed and served not later than ten (10) days after the discovery cut-off  
20 date. Whenever possible, the Court expects counsel to resolve discovery problems among  
21 themselves in a courteous, reasonable, and professional manner. The Court expects that  
22 counsel will strictly adhere to the Civility and Professional Guidelines adopted by the  
23 United States District Court for the Central District of California.

24 **E. Expert Discovery:** The Court sets a separate expert discovery cut-off date.  
25

26 **II. FINAL PRETRIAL CONFERENCE**

27 This case has been placed on calendar for a Final Pretrial Conference pursuant to  
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1 Federal Rule of Civil Procedure 16. Strict compliance with the requirements of the  
2 Federal Rules of Civil Procedure and the Local Rules is mandatory. Counsel shall lodge  
3 carefully prepared Memoranda of Contentions of Fact and Law (which may also serve as  
4 the trial briefs) and a (Proposed) Final Pretrial Conference Order in accordance with the  
5 provisions of Local Rules 16-4 and 16-7. The Memoranda of Contentions of Fact and  
6 Law will be served no later than twenty-one (21) calendar days before the Final Pretrial  
7 Conference. *See* Local Rule 16-4. The (Proposed) Final Pretrial Conference Order shall  
8 be lodged no later than eleven (11) calendar days before the Final Pretrial Conference.  
9 *See* Local Rule 16-7. The form of the (Proposed) Final Pretrial Conference Order shall  
10 be in conformity with the form set forth in Appendix A to the Local Rules. Counsel are  
11 directed to email to the Court a Microsoft Word version of the (Proposed) Final Pretrial  
12 Conference Order on the date it is lodged.

### 14 **III. TRIAL PREPARATION**

15 The Court ORDERS that all counsel comply with the following in their  
16 preparation for trial:

17 **A. *Daubert* Motions:** The deadline for *Daubert* motions is generally one  
18 week after the close of expert discovery. A different deadline may be set by the Court in  
19 the Scheduling Order. *Daubert* motions are to be noticed for hearing on the first  
20 available civil motions hearing date. If no dates are available before the Final Pretrial  
21 Conference, then *Daubert* motions may be set for the same date and time as the Final  
22 Pretrial Conference.

23 **B. *Motions in Limine*:** Motions in limine must be filed no later than twenty-  
24 eight (28) days in advance of the Final Pretrial Conference. Generally, they are to be  
25 noticed for hearing at the time and date of the Final Pretrial Conference. They may be  
26 noticed for hearing at an earlier date. The purpose of these motions is to alert the Court  
27 to significant evidentiary issues that can be addressed and resolved prior to trial. All  
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1 motions in limine must be filed and served in compliance with Local Rule 6-1, and the  
2 briefing schedule is that specified in Local Rules 7-9 through 7-10. Procedure 7 from  
3 Judge Staton’s web page, related to length and format of motions, applies to motions in  
4 limine, except that motions in limine (and oppositions thereto) are limited to 2,800 words.  
5 Reply briefs, if they are filed at all, must be limited to 2,100 words.

6 Each side is limited to four motions in limine and each motion shall not be  
7 compound; i.e., each motion shall address only one item of evidence or witness or, if  
8 common grounds for exclusion or admission apply to multiple items of evidence or  
9 witnesses, only one category of evidence or witnesses. A party seeking to file more than  
10 four motions in limine must request leave of court to do so.

11 The meet-and-confer requirement of Local Rule 7-3 applies. Before filing a  
12 motion in limine, the parties must meet and confer to determine whether the opposing  
13 party intends to introduce the disputed evidence and attempt to reach an agreement that  
14 would obviate the need for the motion. Motions in limine should address specific issues  
15 rather than broad topics. For instance, a party should not move “to exclude all  
16 hearsay.” Motions in limine should not be disguised motions for summary adjudication  
17 of issues.

18 **C. Statement of the Case (Jury Trials):** Counsel will prepare a joint  
19 statement of the case which may be read by the Court to the prospective panel of jurors  
20 prior to the commencement of voir dire. The statement should not be more than two or  
21 three paragraphs. The statement will be filed with the Court five (5) court days before  
22 the Final Pretrial Conference.

23 **D. Voir Dire (Jury Trials):** At least five (5) court days before the Final  
24 Pretrial Conference, each counsel shall file with the Court any special questions  
25 requested to be put to prospective jurors on voir dire. Counsel will be given a brief  
26 period of time, usually approximately ten to fifteen minutes, to ask follow-up questions  
27 of the prospective jurors.  
28

1           **E.     Witness List:** The witness list will be filed no later than five (5) court days  
 2 prior to the Final Pretrial Conference. Counsel are to submit the names of the witnesses  
 3 in the order that they are expected to testify, and provide, to the extent possible, an  
 4 accurate estimate of the time needed for each witness for direct, cross, redirect and re-  
 5 cross. Counsel will also provide a brief summary of each witness’ testimony. If more  
 6 than one witness is offered on the same subject, the summary should be sufficiently  
 7 detailed to allow the Court to determine if the testimony is cumulative. A joint witness  
 8 list will be prepared in compliance with the example below and Local Rule 16-5.

<u>JOINT WITNESS LIST</u>					
Case Name:					
Case Number:					
No. of Witness	Witness Name	Party Calling Witness and Estimate	X-Examiner’s Estimate	Description of Testimony	Comments

**Instructions for Witness List**

17           (1) List witnesses (last name first); (2) for description, be extremely brief, *e.g.*,  
 18 “eyewitness to accident,” or “expert on standard of care”; (3) use estimates within  
 19 fractions of an hour, rounded off to closest quarter of an hour (*e.g.*, 25 minutes becomes  
 20 .5 hour, and 45 minutes would be .75 hour); (4) note special considerations in  
 21 “Comments” column (*e.g.*, “needs interpreter”); and (5) entries may be in handwriting  
 22 **only** if the handwriting is very neat and legible.

23           **F.     Jury Instructions and Verdict Form(s):** In a jury trial, jury instructions  
 24 and special verdict form(s) are to be filed no later than five (5) court days prior to the  
 25 Final Pretrial Conference. The parties are to meet and confer sufficiently in advance of  
 26 the required filing deadline to prepare joint jury instructions. The instructions should be  
 27 submitted in the order in which the parties wish to have the instructions read. This order  
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1 should reflect a single organized sequence agreed to by all of the parties.

2 In the event that agreement cannot be reached, counsel will file instructions in the  
3 following format: (1) the agreed-upon instructions; (2) the instructions proposed by  
4 plaintiff and opposed by defendant; and (3) the instructions proposed by defendant and  
5 opposed by plaintiff. In addition, counsel must submit electronic versions (in Microsoft  
6 Word format) to the Court at the following email address:

7 JLS\_Chambers@cacd.uscourts.gov

8 Instructions upon which agreement cannot be reached should reflect the basic  
9 disagreements among the parties as to the law. For disputed instructions, a party should  
10 note its objections to a proposed instruction and its reasons for putting forth its alternative  
11 on pages placed after its own alternative instruction.

12 **G. Exhibits and Exhibit Conference:**

13 **1. Joint Exhibit List:** A joint exhibit list shall be prepared in compliance  
14 with the example below and Local Rule 16-6.1.

15

16 <u>JOINT EXHIBIT LIST</u>					
17 Case Name:					
18 Case Number:					
19 No. of Exhibit	Description	Stip. to Authen.	Stip. to Admiss.	Date Identified	Date Admitted
20					
21					

22 The joint exhibit list shall contain the information required by Federal Rule of  
23 Civil Procedure 26(a)(3)(A). The joint exhibit list will be filed no later than five (5) court  
24 days prior to the Final Pretrial Conference, and the parties are to meet and confer  
25 sufficiently in advance of the required filing deadline to prepare the joint exhibit list. As  
26 part of the meet and confer process, counsel will stipulate so far as is possible as to  
27 foundation, waiver of the best evidence rule, and to those exhibits which may be received  
28 into evidence at the start of trial. The exhibits to be so received will be noted on the extra

1 copies of the exhibit lists.

2           **2. Exhibit Preparation:** All exhibits will be placed in 3-ring loose-leaf  
3 binders, in numerical order, with divider tabs containing exhibit numbers. The exhibits  
4 are to be numbered in accordance with Local Rule 26-3. The face and spine of the  
5 notebooks are to be marked with the case name and number, the numbers of the exhibits  
6 contained therein, and the volume number.

7           The parties shall prepare two sets of exhibit binders for the Court, and another set  
8 of binders for the opposing party. Both sets must be brought to the Exhibit Conference.  
9 The sets must be prepared and organized as follows: The exhibits shall have the  
10 appropriate exhibit tag affixed to the lower right-hand corner of the first page of each  
11 original exhibit. Exhibits consisting of more than one page shall be internally paginated  
12 in the lower right-hand corner, displaying *both* the exhibit number *and* the page number.  
13 The exhibits shall be separated by tabs that indicate their exhibit numbers.

14           The parties must also prepare individual witness binders: One for the Court; one  
15 for the opposing party; and one for the witness. Witness binders are to include only those  
16 exhibits that will be used when a particular witness testifies. The name of the witness  
17 should appear on the binder, and exhibits must be in numerical order and tabbed so that  
18 the witness, the Court, and the opposing party may easily access each exhibit as the  
19 witness's testimony proceeds. Witness binders are used for the convenience of the  
20 witness, the Court, and the parties. As such, they need not be given to the Courtroom  
21 Deputy Clerk ("CRD") or the opposing side until each witness is called.

22           **3. Exhibit Conference:** AN EXHIBIT CONFERENCE REQUIRING THE  
23 ATTENDANCE OF TRIAL COUNSEL WILL BE HELD AT 3:30 P.M. ON THE  
24 FRIDAY BEFORE THE SCHEDULED TRIAL DATE IN COURTROOM 8A, UNLESS  
25 THE COURT ORDERS OTHERWISE. Exhibits are to be submitted to the CRD at the  
26 time of the Exhibit Conference.

1           **H. Findings of Fact and Conclusions of Law (Court Trials):**

2           Notwithstanding Local Rule 52, for any matter requiring findings of fact and  
3 conclusions of law, unless otherwise expressly ordered by the Court,<sup>1</sup> counsel will be  
4 required to file (Proposed) Findings of Fact and Conclusions of Law *after the conclusion*  
5 *of the trial*. The proposed Findings of Fact must include citations to admitted evidence.  
6 Where witness trial testimony is necessary to establish a given fact, the party must obtain  
7 a transcript of the proceedings and file relevant excerpts of those transcripts with the  
8 (Proposed) Findings of Fact and Conclusions of Law. In addition to filing, counsel must  
9 email Microsoft Word versions of their (Proposed) Findings of Fact and Conclusions of  
10 Law to the chambers email address.

11  
12 **IV. ATTORNEY AND PARTY CONDUCT AT TRIAL**

13           **A. Trial Schedule:** Unless otherwise ordered, and subject to jury panel  
14 availability, trials will commence on Tuesday and continue on Wednesday and Thursday.  
15 If the trial is more than 3 days, it will continue Monday through Thursday until  
16 completed. Trial hours are from 9:00 a.m. to 12:00 p.m., and 1:30 p.m. to 4:30 p.m., with  
17 a 15-minute break during each session.

18           **B. Trial Conduct:**

19               **1. Jury Selection:** The Court utilizes the “Arizona blind strike” method.  
20 *See United States v. Harper*, 33 F.3d 1143, 1145 (9th Cir. 1994). Under that method, the  
21 Court conducts voir dire of the entire jury panel, then permits limited voir dire by  
22 counsel, usually about ten to fifteen minutes. After potential jurors are excused for cause,  
23 counsel for each side simultaneously submit their peremptory challenges in writing. The  
24 Court then eliminates the subjects of the peremptory challenges and selects the eight  
25 lowest numbered remaining panel members as the jury. Prior to the voir dire

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28           <sup>1</sup> For example, the Court frequently sets a different deadline for cases involving claims for  
benefits under the Employee Retirement Income Security Act of 1974 (“ERISA”).



1 examination of the jury venire, counsel for each side will give a “mini opening”  
2 statement lasting no longer than three to five minutes that summarizes the case.

3 **2. Opening Statements, Examining Witnesses, and Summation:**

4 a. Opening statements, examination of witnesses, and summation  
5 will be from the lectern only. Counsel must not consume time by writing out words or  
6 drawing charts or diagrams. Counsel may do so in advance and explain that the item was  
7 prepared earlier as ordered by the Court to save time.

8 b. At the end of each day, counsel presenting his or her case shall  
9 advise opposing counsel of the witnesses anticipated the following day with an estimate  
10 of the length of direct examination. Opposing counsel shall provide an estimate of the  
11 length of cross-examination. Cooperation of counsel will ensure a smooth flow of  
12 witnesses. It is the responsibility of all counsel to arrange the appearance of witnesses in  
13 order to avoid delay.

14 **3. Time Estimates:** The Court will honor reasonable time estimates for  
15 opening and closing addresses to the jury.

16 **4. No *Ad Seriatim* Examination:** Where a party has more than one lawyer,  
17 only one may conduct the direct or cross-examination of a given witness.

18 **5. Witness Testifying at a Break:** If a witness is on the stand when a  
19 recess is taken, it is counsel’s duty to have the witness back on the stand, ready to  
20 proceed, when the Court session resumes.

21 **6. Witness Testifying at Adjournment:** If a witness was on the stand at  
22 adjournment, it is counsel’s duty to have the witness adjacent to, but not on, the stand,  
23 ready to proceed when the Court session resumes.

24 **7. Witness Disability Accommodation:** It is counsel’s duty to notify the  
25 CRD in advance if any witness requires use of the available automated platform to ascend  
26 to the witness stand.

27 **8. Witnesses Testifying out of Sequence:** The Court attempts to  
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1 accommodate physicians, scientists, and all other professional witnesses and will, except  
2 in extraordinary circumstances, permit them to testify out of sequence. Counsel must  
3 anticipate any such possibility and discuss it with opposing counsel. If there is objection,  
4 counsel shall confer with the Court in advance.

5 **9. Objections and General Decorum:**

6 a. When objecting, counsel must rise to state the objection and state  
7 only that counsel objects and the legal ground of objection. If counsel wishes to argue an  
8 objection further, counsel must ask for permission to do so; the Court may or may not  
9 grant a request for conference at sidebar. The Court strongly discourages sidebars  
10 because they represent an inefficient use of jury time when matters can be anticipated.

11 b. Counsel must not approach the CRD or the witness stand without  
12 specific permission. When permission is given, please return to the lectern when the  
13 purpose of the permission is finished. Counsel must not engage in questioning a witness  
14 at the witness stand.

15 c. Counsel must address all remarks to the Court. Counsel are not to  
16 address the CRD, the Court Reporter, persons in the audience, or opposing counsel. If  
17 counsel wishes to speak with opposing counsel, counsel must ask permission to talk off  
18 the record. Any request for the re-reading of questions or answers shall be addressed to  
19 the Court.

20 d. Counsel must not make an offer of stipulation unless counsel has  
21 conferred with opposing counsel and has reason to believe the stipulation will be  
22 acceptable.

23 e. It is counsel's duty of the first day of trial to advise the Court of  
24 any commitments that may result in counsel's absence or late arrival.

25 **10. Exhibits:**

26 a. Each counsel should keep counsel's own list of exhibits and  
27 should keep track when each has been admitted in evidence.

1                   **b.** Each counsel is responsible for any exhibits that counsel secures  
2 from the CRD and, during all recesses and noontime and afternoon adjournments,  
3 counsel must return all exhibits in counsel’s possession to the CRD.

4                   **c.** Where an exhibit is not previously marked, it must be marked by  
5 counsel at the time of its first mention. To save time, counsel must show a new exhibit to  
6 opposing counsel before it is mentioned in Court.

7                   **d.** Counsel should move exhibits into evidence as soon as  
8 admissibility is established, while they are freshly in the minds of all participants. If  
9 there is an objection, the motion to admit will be dealt with at the next available recess.  
10 In jury trials, no exhibit shall be read or displayed to the jury until admitted.

11                   **e.** Absent unusual circumstances, counsel must not ask witnesses to  
12 draw charts or diagrams nor ask the Court’s permission for a witness to do so. If counsel  
13 wishes to question a witness in connection with graphic aids, the material must be fully  
14 prepared before the court session starts.

15                   **11. Depositions:**

16                   **a.** All depositions that will be used in the trial, either as evidence or  
17 for impeachment, must be signed and lodged with the CRD on the first day of trial or  
18 such earlier date as the Court may order. For any deposition in which counsel is  
19 interested, counsel should check with the CRD to confirm that the CRD has the transcript  
20 and that the transcript is properly signed.

21                   **b.** When using depositions of an adverse party for impeachment,  
22 counsel shall first announce both the beginning and ending page and line references of  
23 the passage desired to be read, and allow opposing counsel an opportunity to state any  
24 objection. Counsel shall use either of the following procedures:

25                   **i.** If counsel wishes to read the questions and answers as  
26 alleged impeachment and ask the witness no further questions on that subject, counsel  
27 may merely read the relevant portions of the deposition into the record.

1                   ii. If counsel wishes to ask the witness further questions on  
2 the subject matter, the deposition is placed in front of the witness and the witness is told  
3 to read silently the pages and lines involved. Then counsel may either ask the witness  
4 further questions on the matter and thereafter read the quotations or read the quotations  
5 and thereafter ask further questions. Counsel should have an extra copy of the deposition  
6 for this purpose.

7                   c. Where a witness is absent and the witness' testimony is offered by  
8 deposition, please observe the following procedure: A reader should occupy the witness  
9 chair and read the testimony of the witness while the examining lawyer asks the  
10 questions.

11                   **12. Advance Notice of Evidentiary or Difficult Questions:**

12                   If counsel has reason to anticipate that a difficult question of law or evidence will  
13 raise legal argument, requiring research and/or briefing, counsel must give the Court  
14 advance notice. Counsel are directed to notify the CRD at the day's adjournment if an  
15 unexpected legal issue arises that could not have been foreseen and addressed by a  
16 motion in limine (*see* Fed. R. Evid. 103). To the maximum extent possible, such matters  
17 shall be taken outside normal trial hours (*e.g.*, recess, before or after the trial day).

18  
19                   **IT IS SO ORDERED.**

20 DATED:

21  
22                   **JOSEPHINE L. STATON**  
23                   United States District Judge

24 Revised: September 12, 2023