PRETRIAL CONFERENCE CHECKLIST

*(Pursuant to Fla. R. Civ. P. 1.200(d))*

CASE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTC DATE: / / 20 .

CASE STYLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Plaintiff(s)

vs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Defendant(s)

**Estimated Length of Trial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Hours/Days **Jury Trial**:  Yes  No

Attorney(s) for Plaintiff(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(1) \_\_\_\_\_\_\_\_ (NOA)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1) \_\_\_\_\_\_\_\_ (NOA)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_ (NOA)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_ (NOA)

Attorney(s) for Defendant(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(1) \_\_\_\_\_\_\_\_ (NOA)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1) \_\_\_\_\_\_\_\_ (NOA)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_ (NOA)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2) \_\_\_\_\_\_\_\_ (NOA)

NOA: Prepaid vacations and special set trials-case name/# with name of Presiding Judge.

1. Who will provide the **Court Reporter** (if any?)

Pltf. or Def. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the cost be shared/not shared? (circle one)

1. Is an **Interpreter** needed?  Yes  No

If yes, who will provide the **Interpreter**?

Pltf. or Def. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, will the cost be shared/not shared? (circle one)

1. Has the **Pretrial Meeting of Counsel** been completed?  Yes  No

If no, when is it scheduled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has the **Joint Pretrial Stipulation (“JPTS”)** been filed?  Yes  No

If not yet filed, it will be filed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Jury Trials Only***: Statement of the case to be read to venire:  Yes  No

In JPTS?  Yes  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Witness List Filed? | Exhibit List Filed? | Expert List Filed? | All Lists in JPTS? |
| Plaintiff (1): | Y / N | Y / N | Y / N | Y / N |
| Plaintiff (2): | Y / N | Y / N | Y / N | Y / N |
| Defendant (1): | Y / N | Y / N | Y / N | Y / N |
| Defendant (2): | Y / N | Y / N | Y / N | Y / N |
| Defendant (3): | Y / N | Y / N | Y / N | Y / N |
| Defendant (4): | Y / N | Y / N | Y / N | Y / N |
| Defendant (5): | Y / N | Y / N | Y / N | Y / N |

1. Are all **Exhibits** to be introduced and offered into evidence during trial pre-marked for identification with letters, or numbers for admission into evidence by stipulation, corresponding to the Exhibit List given to the Trial Clerk?

Please ensure Evidence portal training is complete and all evidence uploaded.

Plaintiff (1):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plaintiff (2):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (1):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (2):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (3):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (4):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (5):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Demonstrative Aids,** charts, boards, illustrations, maps, diagrams and PowerPoint slides or presentations (to be used during Opening Statement or Trial) been pre-marked for identification only with letters corresponding to the Exhibit List given to the Trial Clerk, exchanged or otherwise made available to opposing counsel to evaluate and review to allow for objections to be noted, brought to the Court’s attention and ruled on **PRIOR** to the first day of trial?

***NOTE: DEMONSTRATIVE AIDS MAY NOT BE USED DURING OPENING STATEMENT WITHOUT AGREEMENT OR PRIOR COURT ORDER.***

Plaintiff (1):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plaintiff (2):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (1):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (2):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (3):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (4):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (5):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has **Mediation** been held?  Yes  No If no, when is it scheduled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is **Settlement** still a possibility?  Yes  No  Maybe

1. Have all **Deposition Transcripts, Answers to Interrogatories, and Responses to Request(s) for Admissions** been filed to the Court file if they are to be published during the case in chief or used for impeachment?

Plaintiff (1):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plaintiff (2):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (1):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (2):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (3):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (4):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Defendant (5):  Yes  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Stipulations, Admissions, Agreements** and **Waivers** been reduced to writing and incorporated in the Joint Pretrial Stipulation?  Yes  No If no, when will they be prepared and filed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE: STIPULATIONS, ADMISSIONS, AGREEMENTS AND WAIVERS MUST BE IN WRITING IF SEEKING COURT ENFORCEMENT.***

1. Has all **fact discovery** been completed?  Yes  No

If no, describe generally what **discovery** is pending and when it will be completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has all **expert discovery** been completed?  Yes  No

If no, describe generally what **expert discovery** is pending and when it will be completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all ***Daubert*** or other **Expert Witness Related Motions** been filed and heard?

* Yes  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
6. Have all ***Northrup*** **Impeachment Materials** been identified, disclosed and exchanged?

 Yes  No If no, when will such materials be identified, disclosed and exchanged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Dispositive Motions and Summary Judgment Motions** been filed and heard including but not limited to, the defense of “failure to state a cause of action” pursuant to Rule 1.140(h)(2)?

 Yes  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. Have all **Motions to Amend Pleadings** been filed and heard?  Yes  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. Have all case specific **Motion in *Limine*** been filed and heard?  Yes  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
8. Are there any **other** **pending motion(s), special provisions, accommodations, or concerns** not previously identified above?  Yes  No

If yes, identify any such **pending motion(s), special provisions, accommodations, or concerns:**

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
6. Have all **Rule 1.360 Examinations** been completed?  Yes  No

If no, describe generally what examination(s) are pending and the anticipated completion date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Deposition Designations**, **Counter Designations, objections and completeness concerns** been timely exchanged in writing?  Yes  No

If no, when will such **deposition designations, objections, and completeness concerns** be exchanged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will typed proposed **Jury Instructions** and **Verdict Forms** be filed with the Clerk and submitted to the Court in hard copy form at the Pre-Trial Conference?  Yes  No

If no, when will the **jury instructions** and **verdict forms** be filed with the Clerk and submitted to the Court? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will early **Substantive Jury Instructions**, including the law be given **prior** to **Opening Statement**?  Yes  No
2. If Jury Trial, how many prospective **Jurors** are requested for the **Venire**? \_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Plaintiff (1)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Plaintiff (2)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (1)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (2)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (3)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (4)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (5)? \_\_\_\_\_\_\_\_

Number of **Alternate Jurors** to be impaneled? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** each party is entitled to in the selection of the Alternate Juror(s):

Plaintiff (1) \_\_\_\_\_\_\_\_\_\_\_\_

Plaintiff (2) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (1) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (2) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (3) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (4) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (5) \_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any objections or concerns to **Jurors** taking **notes** and asking **questions** of witnesses (See Section 40.50, Florida Statutes and Rule 1.452, Fl. R. Civ. Pr.)?

* Yes  No

1. Time Estimates:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time Estimates** | ***Voir Dire***  **(If Jury Trial)** | **Opening Statement** | **Closing Argument** |
| Plaintiff (1) | min/hr. | min/hr. | min/hr. |
| Plaintiff (2) | min.hr. | min/hr. | min/hr. |
| Defendant (1) | min/hr. | min/hr. | min/hr. |
| Defendant (2) | min/hr. | min/hr. | min/hr. |
| Defendant (3) | min/hr. | min/hr. | min/hr. |
| Defendant (4) | min/hr. | min/hr. | min/hr. |
| Defendant (5) | min/hr. | min/hr. | min/hr. |

1. When is the **Rule of Sequestration** invoked?

 Before *voir dire*  Before opening  Not invoked

1. Do you intend to use the Court’s **Courtroom** **Technology** and/or **Audio/Video** equipment during the trial?  Yes  No

If yes, have you contacted the Court IT Department?  Yes  No

If no, when will you?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you intend to use the Court’s **Courtroom Technology** and/or **Audio/Video** equipment have you:

Met and conferred to identify any fact and/or expert witnesses who will be testifying via Zoom?

 Yes  No

If yes, are there any Motions(s)/Objection(s) to be heard related to such Zoom testimony (“No” constitutes a stipulation/consent to the same)?  Yes  No

1. Do the Parties have adequate technology including bandwidth and Internet Service for the Remote Civil Jury Trial if the same was Ordered by the Court?  Yes  No
2. Has Counsel notified their witnesses that they will appear remotely and confirmed that each witness has adequate technology to testify remotely?  Yes  No
3. Has Counsel provided each witness with a copy of that witness’s deposition and instructed the witness to have the deposition available during their remote trial testimony?  Yes  No
4. Are there any pending written **Request(s) for Judicial Notice** with timely notice to adverse parties, proof of which is filed with the Court?  Yes  No

If yes, identify any such pending Request(s):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE: ANY PARTY REQUESTING JUDICIAL NOTICE MUST FOLLOW THE EVIDENCE CODE, Section 90.201-90.207, Florida Statutes.***

1. Do the Parties understand that the Court expects them to **disclose** the next day’s **witnesses** at the end of each court day?  Yes  No
2. **Trial Briefs** are not required, however, do the parties understand that if you choose to submit them, courtesy hard copies must be delivered to chambers at least **five (5) business days** before trial to allow adequate time for review?  Yes  No
3. Have you reviewed and familiarized yourselves with Division **Procedures**, **Guidelines** and “**Trial Conduct and Courtroom Decorum Policy”**?

* Yes  No

**By our signatures below, we have read and acknowledge the foregoing and understand duties, responsibilities and obligations related to preparing for and conducting the trial of the above-styled cause. We understand that we must notify the Court immediately upon settlement of the case.**

Signatures:

Attorney(s) for Plaintiff(s)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(1)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attorney(s) for Defendant(s)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(1)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_