

UNIFORM PRETRIAL NOTICE  
FOR DISTRICT JUDGE JOHN W. deGRAVELLES

**I. PRETRIAL ORDER REQUIREMENTS**

Counsel for the Plaintiff(s), with the cooperation and assistance of all other counsel and any unrepresented parties, shall prepare a written *Pretrial Order* in this case to be signed by all counsel of record and then submitted by the date ordered. Full cooperation and assistance on behalf of all parties is expected and required for proper presentation of the Pre-Trial Order.

Such preparation requires the parties to: (1) confer to reach an agreement on any possible stipulation of fact; (2) eliminate any claims or issues that appear in the pleadings about which there is no longer any controversy; and (3) exchange copies of documents that will be offered in evidence at trial.

If, after reasonable effort, any party cannot obtain the cooperation of another party, the party shall contact chambers (225-389-3568).

In the event that there is any disagreement with the content of the *Pretrial Order* or any part thereof, the objecting counsel or party shall attach an *Opposition* to the *Pretrial Order* prior to its submission to the Court. An example of a completed *Pretrial Order*, approved as to form for use in this Court, is attached to this Notice.

The *Pretrial Order* shall contain the following information:

1. The specific statute(s) or other authority upon which federal subject matter **JURISDICTION** is founded and any jurisdictional questions raised by any party.
2. A list of all pending **MOTIONS**, if any, and specific issues raised in those pending motions.
3. A *brief* statement of the **PLAINTIFF'S CLAIMS**.
4. A *brief* statement of the **DEFENDANT'S CLAIMS**.

5. A *brief* statement of the **CLAIMS OF OTHER PARTIES**, if any.
6. **FACTS ESTABLISHED** by pleadings or by stipulation of counsel.
7.
  - (a) A list of all **EXHIBITS** (except documents for impeachment or rebuttal only) to be offered in evidence by all parties
  - (b) As to each listed exhibit, a representation that:
    - i. There are, or are not, objections to the **AUTHENTICITY** of the exhibit and the reasons therefore; and
    - ii. Objections, if any, to the **ADMISSIBILITY** of exhibits need **not** be addressed in the *Pretrial Order*, but will instead be presented to the Court by motions in limine and pretrial memoranda to be filed at a time to be set by the Court at the pretrial conference.
    - iii. All exhibits shall be pre-marked for identification and Bates stamped prior to trial. The parties shall be prepared to submit to the Court a copy of each exhibit (the "Bench Book") on a date to be set by the Court during the Pretrial Conference.
  - (c) Prior to the filing of the pretrial order, the parties **WILL EXCHANGE** or **MAKE AVAILABLE FOR INSPECTION** all exhibits which the parties will or may introduce at trial.
  - (d) **Impeachment Exhibits/Evidence:** If a party reasonably anticipates using documents or other evidence not listed on the Pretrial Order, solely for impeachment purposes, the party must submit to the Court under seal for in camera inspection, no later than thirty (30) days before trial, the documents or other evidence along with an brief explanation of what evidence it is intended to impeach and how it does so.
8.
  - (a) List all **WITNESSES** for each party, including their names, addresses, and a brief statement as to the nature of their expected testimony together with a representation whether they **WILL** be called to testify or **MAY** be called to testify.
  - (b) **WILL CALL** witnesses shall be produced or subpoenaed by the party listing them and made available during the trial in order that such witnesses may be available to opposing counsel as witnesses even if not actually called upon to testify by the party so listing them. This is intended to eliminate the necessity of opposing counsel having to subpoena the same witnesses who are being voluntarily produced or subpoenaed by the party listing them as "will call" witnesses.

(c) **MAY CALL** witnesses shall be listed on the *Pretrial Order*, but there is no obligation to have may-call witnesses subpoenaed and present for the trial.

(d) **INTRODUCING WRITTEN OR VIDEOTAPE DEPOSITIONS**

The parties shall designate which of the witnesses, if any, will testify by **WRITTEN OR VIDEOTAPE DEPOSITIONS**. Where written or video depositions are to be used, the parties shall designate for all other parties those portions of the deposition which are to be read or shown to the jury not later than twenty-eight (28) days prior to trial. The parties shall confer and redact all depositions to eliminate irrelevant and redundant material prior to trial, including all colloquies between or among counsel. Only those portions of a deposition which are necessary to a party's case shall be read or played to the jury. Motions in limine regarding any deposition objections shall be filed twenty-one (21) days prior to trial. The motion in limine must identify by page and line each question objected to and include a plain and concise statement of each objection. Written transcripts (as redacted) for all depositions (written and videotape) shall be provided to the courtroom deputy at trial. A reader must be provided by the party who intends to have a transcript read during trial.

9. State any **ADDITIONAL MATTERS** which may aid in the disposition of the case, including, e.g., settlement possibilities, whether the parties wish to engage in a summary jury trial, arbitration, mediation and/or trial before the United States Magistrate Judge, and an estimate of the probable length of the trial.
10. **State** whether this matter is a jury or a non-jury trial.
11. Estimate the length of time each side requires for the presentation of their evidence.
12. State the history of settlement negotiations and whether the parties would like to engage in a settlement conference before a magistrate judge.
13. Except for good cause shown, only claims, exhibits and witnesses listed in the *Pretrial Order*, or permitted to be listed in an amendment to the *Pretrial Order*, shall be admitted in evidence or allowed to testify. Exhibits as to which no party has objections may be separately listed as a joint exhibit and may be introduced before opening statement so that all parties may use in opening statement and trial.

## II. ADDITIONAL INSTRUCTIONS

1. **JURY INSTRUCTIONS/INTERROGATORIES**. The parties in a jury case shall file with the Clerk of Court **joint** jury instructions. This shall be construed to include a joint verdict or interrogatory form. Parties shall make a good faith effort to agree upon the totality of their submission. To the extent that an agreement cannot be reached as to certain items, separate filings as to the disputed items are allowed. All proposed instructions should be

footnoted with case authority and pinpoint citations. All pattern instructions taken from the latest Edition of the 5th Circuit Pattern Instructions may be referenced by number and edition used.

2. ***Proposed Voir Dire Questions, Verdict Forms.*** In a jury trial, each party shall submit proposed voir dire questions. If a party desires to question proposed jurors, the party must state the reasons therefore and estimate the time requested for the party's examination.
3. ***Proposed Findings of Fact and Conclusions of Law.*** In non-jury trials only, the parties shall submit proposed findings of fact and conclusions of law.
4. ***Courtroom Technology.*** Please be advised that courtroom 1 is a fully equipped electronic courtroom. Exhibits shall be presented to the jury by a laptop connect or by conventionally presenting exhibits using the electronic document camera. Counsel shall contact Judge deGravelles' Courtroom Deputy, Kristie Causey, at (225) 389-3574 so that training in the use of this equipment can be scheduled and completed prior to trial.

**EXAMPLE—JUDGE JOHN W. deGRAVELLES**  
**UNITED STATES DISTRICT COURT**

**MIDDLE DISTRICT OF LOUISIANA**

**PLAINTIFF, ET AL.**

**CIVIL ACTION**

**VERSUS**

**NO. 13-000-JWD**

**DEFENDANT, ET AL.**

**UNIFORM PRETRIAL ORDER**

Pursuant to Rule 16 of the Federal Rules of Civil Procedure, a Pretrial Conference was conducted in this proceeding by John W. deGravelles, United States District Judge, on the \_\_\_ day of \_\_\_\_\_, 2013.

**PRESENT:**

Appeared as Trial Counsel for Plaintiff(s):

Appeared as Trial Counsel for Defendant(s):

**1. JURISDICTION**

This Court has subject matter jurisdiction in this proceeding under the provisions of 28 USC §1332. The Plaintiff is a citizen of the State of Louisiana and the Defendant is a citizen of the State of Illinois and the amount in controversy exceeds, exclusive of interest and costs, the necessary jurisdictional amount.

**2. MOTIONS**

There are no pending motions. The Defendant will file a *Motion in Limine* to exclude certain photographs from evidence at trial on the basis that they are unnecessarily gruesome and unlikely to assist the jury in resolving any disputed issues of fact.

# **EXAMPLE—JUDGE JOHN W. deGRAVELLES**

## **3. PLAINTIFF’S CLAIMS**

The Plaintiff claims that he was seriously injured in an automobile accident in Baton Rouge, Louisiana, on October 19, 1996, and that the accident was caused by the negligence and fault of the Defendant driver who ran into the rear of the Plaintiff’s automobile after he had stopped for a red light. The Plaintiff also contends that his injuries in the accident required a long period of hospitalization and made it impossible for him to return to his regular employment as a truck driver for six months, all of which resulted in significant loss of income and out-of-pocket medical and hospital expenses.

## **4. DEFENDANT’S CLAIMS**

The Defendant denies that he was negligent or otherwise at fault for the occurrence of the accident for which the Plaintiff has filed suit, and also claims that the Plaintiff had serious health problems for many years prior to the accident and that these problems were not caused or aggravated by any injuries he sustained in the accident.

## **5. CLAIMS OF OTHER PARTIES**

None.

## **6. ESTABLISHED FACTS**

- (1) The Plaintiff and Defendant were involved in an automobile accident in Baton Rouge, Louisiana, on October 19, 1996.
- (2) The Plaintiff was hospitalized in the Baton Rouge General Hospital from October 19, 1996 to November 30, 1996.
- (3) The Plaintiff incurred medical and hospital expenses of \$63,480 from October 19, 1996 to March 30, 1997.

## **7. EXHIBITS**

## EXAMPLE—JUDGE JOHN W. deGRAVELLES

(a) Plaintiff's Exhibits:

EXHIBIT NO.	DESCRIPTION	Grounds for Objection to Authenticity	Grounds for Objection to Admissibility
Exhibit 1	Photograph of Defendant at scene following accident	Stipulated	Objection to relevance
Exhibit 2	Photograph of accident scene	Objection to authenticity: no evidence of date, time and identity of photographer	Objection to relevance
Exhibit 3	Automobile Insurance Policy	Stipulated	Stipulated

(b) Defendant's Exhibits:

EXHIBIT NO.	DESCRIPTION	Grounds for Objection to Authenticity	Grounds for Objection to Admissibility
Exhibit 1	Photograph of damage to Defendant's vehicle	Stipulated	Stipulated
Exhibit 2	Photograph of accident scene	Objection to authenticity: does not accurately depict the scene of accident	Objection to relevance
Exhibit 3	Medical Records of Defendant from Acadian Ambulance	Stipulated	Stipulated

### 8. WITNESSES

(a) Plaintiff's Will-Call Witnesses:

- (1) Paul Plaintiff  
125 Mulberry Street  
Baton Rouge, Louisiana

Plaintiff will testify about the accident and his injuries.

- (2) Paulette Plaintiff  
125 Mulberry Street  
Baton Rouge, Louisiana

## **EXAMPLE—JUDGE JOHN W. deGRAVELLES**

Plaintiff's wife will testify about her husband's injuries.

- (3) Walter Witness  
128 Mulberry Street  
Baton Rouge, Louisiana

This is an eyewitness who will testify about the accident.

- (4) Dr. Tom Terry  
350 Medical Plaza  
Baton Rouge, Louisiana

The Plaintiff's treating physician will testify about his injuries.

- (5) Edwin Employer  
ABC Manufacturing  
150 Industrial Boulevard  
Baton Rouge, Louisiana

The Plaintiff's employer will testify about his lost wages.

- (6) Danny Defendant  
140 Elm Street  
Baton Rouge, Louisiana

The Defendant will testify about how the accident occurred under cross-examination.

- (b) Plaintiff's May-Call Witnesses:

- (1) Virginia Smith  
165 Sharp Road  
Baton Rouge, Louisiana 70815

Plaintiff's neighbor may testify about Plaintiff's activities prior to and after the accident.

- (c) Defendant's Witnesses:

- (1) Danny Defendant  
125 Mulberry Street  
Baton Rouge, Louisiana

## **EXAMPLE—JUDGE JOHN W. deGRAVELLES**

Defendant will testify about the accident.

- (2) Paul Plaintiff  
125 Mulberry Street  
Baton Rouge, Louisiana

Plaintiff will testify about the accident and his injuries under cross-examination.

- (3) William Witness  
130 Mulberry Street  
Baton Rouge, Louisiana

This is an eyewitness and will testify about the accident.

- (4) Dr. John Smith  
Ascension General Hospital  
290 Worthy Road  
Gonzales, Louisiana

The Plaintiff's former treating physician will testify about his health prior to and after the accident.

- (5) Sgt. Tom Trooper  
Baton Rouge Police Department  
Baton Rouge, Louisiana

Sgt. Trooper will testify about his investigation of the accident.

### **9. AMENDMENTS**

None.

### **10. ADDITIONAL MATTERS**

1. This matter is designated as a **jury** trial.
2. The parties estimate the case can be tried in one day and have considered the possibility of settlement.

**EXAMPLE—JUDGE JOHN W. deGRAVELLES**

3. Plaintiff's presentation of evidence will require 1 day (or you may denote hours).  
Defendant's presentation will require 4 hours.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ATTORNEY FOR PLAINTIFF**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ATTORNEY FOR DEFENDANT**