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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA
WESTERN DIVISION

] Case No. CR -CAS
]
] **CRIMINAL TRIAL ORDER**

Plaintiff,
vs.
Defendants.

The above matter is set for trial before the Honorable
Christina A. Snyder, United States District Judge, Courtroom 5,
at the United States Courthouse, 312 North Spring Street, Los
Angeles, California 90012.

PRE-TRIAL AND TRIAL DATES

- 1) **Pretrial Motions** shall be filed on _____.
- Oppositions** shall be filed on _____.
- Replies** (optional) shall be filed on _____.
- Status Conference** is set for _____ at
_____.

1 **Hearing on Pretrial Motions** may be set for _____
2 at _____.

3 **Trial** is set for Tuesday at 9:00 a.m. on _____.

4 2) All pleadings and other papers filed with the Court
5 shall be served personally on opposing counsel or faxed
6 to opposing counsel no later than 4:30 p.m. on the day
7 of filing.

8 3) Counsel are ORDERED to serve conformed courtesy copies
9 of all motions, oppositions and replies directly to
10 Chambers at 312 North Spring Street, Room 218, Los
11 Angeles, California 90012, by 5:00 p.m. (PST) on the
12 day of filing.

13 4) Counsel are ORDERED to list their facsimile
14 transmission numbers along with their address and
15 telephone numbers on all papers submitted to the Court
16 in order to facilitate communication by the Court.

17

18 DISCOVERY & NOTICE

19 5) Counsel for the government and counsel for defendant
20 shall comply promptly with discovery and notice
21 pursuant to Fed. R. Crim. P. 12, 12.1, 12.2, 12.3, 15
22 and 16.

23

24 TRIAL

25 6) Counsel for the Government shall file with the Court in
26 camera (under seal) all statements of all witnesses to
27 be called by the Government in its case-in-chief. Such
28 statements shall be filed and served at least five (5)

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calendar days before trial.

- 7) Counsel shall arrive at the Courtroom promptly on the first day of trial.
- 8) Counsel for the Government shall present the Courtroom Deputy with the following documents on the first day of trial:
 - a) THREE copies of the Government's witness list.
 - b) THREE copies of the Government's exhibit list.
 - c) ALL of the Government's exhibits, with official exhibit tags attached and bearing the same number shown on the exhibit list.

Defendant's counsel does not have to deliver his or her exhibits to the Courtroom Deputy on the first day of trial; however, Defendant's counsel is responsible for affixing completed exhibit tags with the case name and case number to his or her exhibits which are intended to be used in the Defendant's case.

Exhibit tags can be obtained from the receptionist in the main Clerk's Office, located at 312 North Spring Street, Room G-8.

Exhibits shall be numbered 1, 2, 3, 4, etc., NOT 1.1, 1.50, etc. If a blow up is an enlargement of an existing exhibit, it shall be designated with the number of the original exhibit followed by an "A."

Counsel for the government should be aware that the Court will order that exhibits such as

1 firearms, narcotics, etc., remain in the custody
2 of the agents during the pendency of the trial.
3 The agent will be required to sign the appropriate
4 form in order to take custody of such exhibits.
5 It shall be the responsibility of the agents to
6 produce said items for court, secure them at night
7 and guard them at all times while in the
8 courtroom.

9 d) A bench book containing copy of all exhibits that
10 can be reproduced.

11 Each exhibit shall be tabbed with the exhibit
12 number for easy referral. Defendant's counsel
13 shall provide the Court with a copy of their
14 exhibits as they are introduced during trial.

15 e) A floppy disk containing the exhibit list.

16 A copy of the exhibit list with all **admitted**
17 **exhibits** will be given to the jury during
18 deliberations. Government and defense counsel
19 shall review and approve the exhibit list with the
20 Courtroom Deputy prior to it being given to the
21 jury.

22 9) If counsel need to arrange for the installation of
23 their own additional equipment, such as video monitors,
24 overhead projectors, etc., notify the Courtroom Deputy
25 no later than 4:30 p.m., five days BEFORE trial so that
26 the necessary arrangements can be made.

27 10) Trial days are Tuesday through Friday from 9:00 a.m. to
28 5:00 p.m., with two fifteen (15) minute breaks normally

1 at 10:30 a.m. and 3:00 p.m., and a lunch recess from
2 12:00 p.m. to 1:30 p.m.

3 11) Before trial commences, the Court will give counsel an
4 opportunity to discuss administrative matters and
5 anticipated procedural or legal issues. During the
6 trial, if there are any matters you wish to discuss,
7 please inform the Court's Courtroom Deputy Clerk.

8 12) The Court reserves the time from 8:30 a.m. to 9:00
9 a.m., 1:00 p.m. to 1:30 p.m. and 5:00 to 5:30 p.m. to
10 handle legal and administrative matters outside of the
11 presence of the jury. The Court will generally not
12 permit any sidebars in the courtroom. The trial before
13 the jury will commence promptly at 9:00 a.m. Counsel
14 are urged to anticipate matters which may need
15 discussion or hearing outside of the presence of the
16 jury and to raise them prior to the start of each trial
17 day, during breaks or at the end of the day.

18
19 JURY INSTRUCTIONS & VERDICT FORMS

20 13) Jury instructions in the form described below are to be
21 submitted not later than the Wednesday of the week
22 prior to trial. Counsel need only submit proposed
23 SUBSTANTIVE instructions, the Court will propound its
24 own general instructions and will generally follow the
25 format set out in the Manual of Model Criminal Jury
26 Instructions for the Ninth Circuit. In those cases
27 where a special verdict is desired, counsel shall
28 submit a proposed verdict form with the jury

1 instructions. Counsel shall submit a floppy disk
2 containing the proposed joint and disputed
3 instructions.

4 14) The parties must submit JOINT jury instructions and a
5 JOINT proposed verdict form (if a special verdict is
6 desired). In order to produce these joint
7 instructions, the parties shall meet and confer
8 sufficiently in advance of the required submission date
9 with the goal of agreeing upon instructions and verdict
10 forms. The jury instructions shall be submitted as
11 follows: 1) JOINT jury instructions, those instructions
12 which are agreed to by all parties; and 2) DISPUTED
13 jury instructions, those instructions propounded by a
14 party to which another party objects. Objections to
15 disputed instructions shall be filed no later than the
16 Friday before the trial. Each requested jury
17 instruction shall be numbered and set forth in full on
18 a separate page, citing the authority or source of the
19 requested instruction.

20 15) The Court prefers counsel to use the instructions from
21 the Manual of Model Criminal Jury Instructions for the
22 Ninth Circuit. Another suggested source is Federal
23 Jury Practice and Instructions, Devitt, Blackmar, Wolff
24 and O'Malley.

25 16) An index page shall accompany all jury instructions
26 that are submitted to the Court. The index page shall
27 indicate the following:
28 a) The number of the instruction;

- 1 b) A brief title of the instruction;
- 2 c) The source of the instruction; and
- 3 d) The page number of the instruction.

4

5 **EXAMPLE:**

6 Number	Title	Source	Page Number
7 #1	Duty of the Jury	9 th Cir. 1.01	1

8

9 INSTRUCTIONS GOVERNING PROCEDURE DURING TRIAL

- 10 17) Counsel shall not refer to their clients or any witness
- 11 over 14 years of age by their first names during trial.
- 12 18) Do not discuss the law or argue the case in opening
- 13 statements.
- 14 19) When objecting, state only that you are objecting and
- 15 the legal ground of the objection, e.g., hearsay,
- 16 irrelevant, etc. Do not argue an objection before the
- 17 jury.
- 18 20) Do not approach the Courtroom Deputy Clerk or the
- 19 witness box without the Court's permission. Please
- 20 return to the lectern when your purpose has been
- 21 accomplished. Do not enter the well of the Court
- 22 without the Court's permission.
- 23 21) Please rise when addressing the Court. In jury cases,
- 24 please rise when the jury enters or leaves the
- 25 courtroom.
- 26 22) Address all remarks to the Court. Do not directly
- 27 address the Courtroom Deputy Clerk, the reporter or
- 28 opposing counsel. If you wish to speak with opposing

1 counsel, ask permission to talk to counsel off the
2 record. All requests for the re-reading of questions
3 or answers, or to have an exhibit placed in front of a
4 witness, shall be addressed to the Court.

5 23) Do not make an offer of stipulation unless you have
6 conferred with opposing counsel and reached an
7 agreement. Any stipulation of fact will require the
8 defendant's personal concurrence and shall be submitted
9 to the Court in writing for approval. A proposed
10 stipulation should be explained to him or her in
11 advance.

12 24) While court is in session, do not leave the counsel
13 table to confer with investigators, secretaries, or
14 witnesses unless permission is granted in advance.

15 25) When a party has more than one lawyer, only one may
16 conduct the examination of a given witness and only
17 that lawyer may handle objections during the testimony
18 of that witness.

19 26) If a witness was on the stand at a recess or
20 adjournment, have the witness back on the stand and
21 ready to proceed when court resumes.

22 27) Do not run out of witnesses. If you are out of
23 witnesses and there is more than a brief delay, the
24 Court may deem that you have rested.

25 28) The Court attempts to cooperate with doctors and other
26 professional witnesses and will, except in
27 extraordinary circumstances, accommodate them by
28 permitting them to be put on out of sequence.

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Anticipate any such possibility and discuss it with
opposing counsel. If there is an objection, confer
with the Court in advance.

29) Counsel are advised to be on time as the Court starts
all proceedings promptly.

DATE: _____

CHRISTINA A. SNYDER
UNITED STATES DISTRICT JUDGE