UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

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| **STANDING ORDER ON PROCEDURES** | ))))))))))))))))))))) | JUDGE DEAN D. PREGERSON |

**COURTROOM SCHEDULE**

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| CASE MANAGEMENT |  |
| Scheduling Conference: | Mondays, 2:00 p.m. |
| Civil Pretrial Conference: | Mondays, 11:00 a.m. |
| MOTIONS - CIVIL | Mondays, 10:00 a.m. only |
| TRIALS | Tues-Fri, 9:00 a.m. to 5:00 p.m. with a lunch break and short breaks in the morning and afternoon. |

**PARTIES/PLEADINGS**

All motions to add parties or to amend the pleadings must be noticed to be heard on or before the cut-off date. All unserved parties will be dismissed at the time of the pretrial conference pursuant to Local Rule 16-8.1.

**DISCOVERY AND DISCOVERY CUT-OFF**

All discovery, *including all hearings* on any related motions, must be completed by the discovery cut-off date. Discovery motions are to be scheduled before the Magistrate Judge assigned to the case (the Magistrate Judge’s initials, followed by a small "x", are in the parenthetical in the case number). All discovery motion papers must include "DISCOVERY MATTER" in the caption.

Discovery Disputes: Counsel are expected to comply with the Federal Rules of Civil Procedure and all Local Rules concerning discovery. Whenever possible, the Court expects counsel to resolve discovery problems among themselves in a courteous, reasonable and professional manner. The Court expects that counsel will adhere strictly to the Civility and Professionalism Guideline (which can be found on the Court’s website under Attorney Information, Attorney Admissions).

**LAW AND MOTION**

Motions shall be filed and set for hearing in accordance with Local Rule 6-1. Motions will be heard on Mondays commencing at 10:00 a.m. If Monday is a court holiday, this Court does not hear motions on the succeeding Tuesday. Any motion noticed for a holiday may be stricken, or may automatically be set for the next Monday without further notice to the parties. Memoranda of Points and Authorities in support of or in opposition to a motion shall not exceed 25 pages.

The court will allow only one motion for summary judgment per party, absent leave of the court.

Motions in limine are to be noticed for hearing no later than the Monday eight (8) days prior to the trial date. If the hearing date falls on a legal holiday, notice the motionin liminehearing fifteen days prior to the trial date.

**TRIAL PREPARATION/ FINAL PRETRIAL CONFERENCE**

You are instructed to read and to follow (unless otherwise stated herein) Central District of California Local Rules (“Local Rules”) 16-1 through 16-15 regarding pre-trial requirements.

Counsel shall be prepared to discuss the following matters with the Court at the Pretrial Conference:

* the witnesses all parties intend to call during their respective cases, and the amount of time necessary for direct and cross examination of each witness;
* any anticipated problems in scheduling witnesses;
* any evidentiary issues, including anticipated objections under Rule 403 and objections to exhibits;
* jury selection procedures;
* all pretrial motions, including motions in limine, to bifurcate, and to sever;
* any disputed jury instructions, and the form of the instructions which will be given to the jury at the outset of the case, i.e., before opening statements and presentation of evidence;
* whether any counsel intends to use any evidence or demonstrative aid in opening statement; and
* motions to exclude witnesses from the courtroom during trial testimony.

**A. The filing schedule for pretrial documents is as follows:**

 Twenty-one (21) days prior to the Final Pretrial Conference:

* Memorandum of Contentions of Fact and Law
* Witness Lists
* Joint Exhibit List
* Motions in Limine

 Fourteen (14) days before the Final Pretrial Conference:

* Oppositions to Motions in Limine

 Seven (7) days before the Final Pretrial Conference:

* Replies in support of Motions in Limine
* Proposed Final Pretrial Conference Order
* Proposed Jury Instructions
* Proposed Verdict Forms
* Statement of the Case
* Proposed additional voir dire questions, if desired
* Trial Briefs

 The parties shall provide Courtesy Copies of all of the above.

**B. Motions In Limine**

 Five motion limit per side, absent leave. All motions in limine must be filed at least three (3) weeks before the final pretrial conference; any oppositions must be filed at least two weeks before the final pretrial conference; and any replies must be filed at least one week before the final pretrial conference. Counsel are to meet and confer and to attempt to reach an agreement that would obviate the motion. The court will rule on motions in limine at the final pretrial conference. Each motion in limine shall address no more than one substantive issue. Motions in limine should only address evidentiary issues, and are not substitutes for motions for summary adjudication of issues.

**C. Jury Instructions, Statement of the Case, and Voir Dire**

 Pursuant to Local Rule 16-2, lead trial counsel are required to meet and confer in person. The Court expects strict compliance with Local Rule 16-2.

 No later than 7 days prior to the Final Pretrial Conference, counsel shall file with the Court a joint set of jury instruction on which there is agreement. The Court expects counsel to agree on a substantial majority of jury instructions, particularly when pattern or model instructions provide a statement of applicable law. If one party fails to comply with the provision of this section, the other party must file a unilateral set of jury instructions.

 Each party shall also file its proposed jury instructions that are objected to by any other party. Each disputed instruction must have attached a short statement (one or two paragraphs), including points and authorities, in support of the instruction and a brief statement, including points and authorities, in support of any objections. If applicable, a proposed alternative instruction must be provided.

 When the *Manual of Model Jury Instructions for the Ninth Circuit* provides an applicable jury instruction, the parties should submit the most recent version, modified and supplemented to fit the circumstances of this case. Where California law applies, counsel should use the current edition of the Judicial Council of California Civil Jury Instructions (“CACI”). Counsel must provide an index of all instructions submitted, which must include the following:

1. the number of the instruction;
2. the title of the instruction;
3. the source of the instruction and any relevant case citations; and
4. the page number of the instruction.

For example:

Number Title Source Page Number

1 Trademark-Defined 9th Cir. 8.5.1 1

 (15.U.S.C. §1127)

 During the trial and before closing argument, the Court will meet with counsel and finalize the instructions. Counsel will have an opportunity to make a further record concerning their objections.

**INTERNET SITE**

 Counsel are encouraged to review the Central District’s website for additional information. The address is: http://www.cacd.uscourts.gov

 The Courtroom Deputy Clerk is ordered to serve a copy of this Order personally or by mail on counsel for all parties to this action.

**IT IS SO ORDERED.**

Dated:

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 DEAN D. PREGERSON

 UNITED STATES DISTRICT JUDGE