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UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

UNITED STATES OF AMERICA	}	CR	- PSG
Plaintiff,			
v.			
NAME	}	CRIMINAL MOTION AND TRIAL ORDER	
Defendants.			

This matter is set for trial before the Honorable Philip S. Gutierrez, United States District Judge, Courtroom 6A on the 6th floor, First Street Federal Courthouse, 350 W. 1st Street, Los Angeles California, 90012.

A. PRETRIAL AND TRIAL DATES AND MOTIONS

1. Pretrial motions shall be filed on or before ** (Monday/Friday¹ preceding four weeks before status conference/motion hearing). Motions expected

¹ If Monday is a holiday.

1 to take more than one hour of court time must include a time estimate beneath the
2 hearing date on the face page of the motion.

3 Oppositions (or notices of non-opposition) shall be filed on **. (Monday/Friday² preceding three weeks before status conference/motion hearing.)

4 Replies (optional) shall be filed on **. (Monday/Friday³ before status
5 conference/motion hearing).

6 Local Rule 7-12 will apply to papers not timely filed by a party.

7 Adherence to these timing requirements is essential to chambers'
8 preparation of motion matters.

9
10 2. Memoranda of Points and Authorities in support of or in opposition
11 to motions shall not exceed 25 pages. Replies shall not exceed 12 pages. Only in
12 rare instances and for good cause shown will the Court grant an application to
13 extend these page limitations. No supplemental brief shall be filed without prior
14 leave of court. **Typeface shall comply with Local Rule 11-3.1.1. (Civil).**

15 **NOTE: If Times Roman font is used, the size must be no less than 14; if**
16 **Courier is used, the size must be no less than 12.** Footnotes shall be in typeface
17 no less than one size smaller than text size and shall be used sparingly.

18 3. Filings that do not conform to the Local Rules and this Order may not
19 be considered.

20 4. Before filing any motion for discovery, a party shall consult with
21 opposing counsel to ascertain whether the requested discovery will be provided.
22 All discovery motions shall state with particularity what is requested, the basis for
23 the request, whether the discovery has been requested from opposing counsel, and
24 whether the discovery has been declined, in whole or in part. Motions made
25 without prior consultation with opposing counsel or that fail to include the above

26
27 ² If Monday is a holiday.

28 ³ If Monday is a holiday.

1 information may not be heard.

2 5. **A Status Conference/Motions Hearing is set for ** at 10:00 a.m.**

3 6. **Trial is set for ** at 9:00 a.m.**

4 7. All documents shall be e-filed and served on opposing counsel at
5 approximately the same time.

6 8. Mandatory chambers copies of ALL filed documents must be
7 delivered to Judge Gutierrez's mail box outside the Clerk's Office on the 4th floor
8 of the First Street Courthouse not later than 12:00 noon the following business day.
9 Documents must be blue-backed and two-hole punched at the top. All exhibits,
10 declarations, etc. must be tabbed, where applicable. For security reasons,
11 mandatory chambers copies should be removed from envelopes or folders before
12 placing them in the box.

13 Chambers copies of under seal documents shall be placed in manila
14 envelope labeled "UNDER SEAL".

15 9. All counsel are to list e-mail addresses, facsimile transmission
16 numbers, along with street address (no Post Office box numbers) and telephone
17 numbers, on all papers submitted to the Court.

18
19 **B. DISCOVERY & NOTICE**

20
21 Counsel shall comply promptly with discovery and notice pursuant to Rules
22 12, 12.1, 12.2, 12.3, 12.4, 15, and 16 of the Federal Rules of Criminal Procedure.
23 On government counsel's discovery of any evidence within the scope of Brady v.
24 Maryland, 373 U.S. 83 (1963), such evidence shall be produced forthwith to
25 counsel for the defendant. Counsel for the government shall also disclose to
26 counsel for defendant the existence or non-existence of : (1) evidence obtained by
27 electronic surveillance; and (2) testimony by a government informer.

1 C. TRIAL REQUIREMENTS

2
3 1. **No later than one week before trial**, counsel for the government
4 shall file with the Court:

5 a. In camera (under seal) all statements of all witnesses to be called
6 by the Government in its case-in-chief;

7 b. A Trial Memorandum setting forth a factual summary of the
8 government's case, a statement of the charges and the elements of each charge, an
9 estimate of the length of the government's case in chief, including anticipated
10 cross-examination, the names of witnesses the government intends to call, and a
11 discussion of relevant legal and evidentiary issues as applied to the facts of the
12 particular case. Counsel for the government shall attempt to obtain defense
13 counsel's agreement to the factual summary, statement of the charges, time
14 estimate for cross-examination of the government's witnesses, and legal and
15 evidentiary issues.

16 2. Counsel shall arrive at the Courtroom no later than 8:30 a.m. on the
17 first day of trial.

18 3. Counsel for the government shall present the courtroom deputy clerk
19 (CRD) with the following documents on the first day of trial:

20 a. Three copies of the government's witness list;

21 b. Three copies of the government's exhibit list in the form
22 specified in Local Rule 16-6 (Civil);

23 c. A bench book containing a copy of the indictment/ information,
24 a copy of all exhibits that can be reproduced, and a copy of the witness list. Each
25 exhibit shall be tabbed with the exhibit number for easy referral;

26 d. All of the government's exhibits, with official exhibit tags
27 attached and bearing the same number shown on the exhibit list. Exhibit tags may
28 be printed using G-14A and G14-B forms on the Court's website. Exhibits shall be

1 numbered 1, 2, 3, etc., NOT 1.1, 1.2, etc. If a “blow-up” is an enlargement of an
2 existing exhibit, it shall be designated with the number of the original exhibit
3 followed by an “A.”

4 4. The Court orders that exhibits such as firearms, narcotics, etc., remain
5 in the custody of a law enforcement agent during the pendency of the trial. It shall
6 be the responsibility of the agent to produce any such items for court, secure them
7 at night and guard them at all times while in the courtroom.

8 5. Defense counsel need not deliver defense exhibits to the CRD on the
9 first day of trial; however, defense counsel is responsible for affixing completed
10 exhibit tags with the case name and case number to all exhibits to be used in
11 Defendant's case.

12 6. Defense counsel shall provide a three ring binder, if possible, tabbed
13 with numbers to correspond to the exhibits counsel expects to introduce. Defense
14 counsel shall provide the Court with a copy of defense exhibits as they are
15 introduced during trial.

16 7. Defense counsel shall provide the CRD and the court reporter with the
17 defense witness list and defense exhibit list.

18 8. All **admitted exhibits** will be given to the jury during deliberations.
19 Government and defense counsel shall review and approve the exhibits with the
20 CRD before the exhibits are given to the jury.

21 9. If any counsel wishes to arrange for the use of additional equipment,
22 such as video monitors, overhead projectors, etc., counsel shall notify the CRD no
23 later than 4:00 p.m. at least one week before trial so that the necessary
24 arrangements may be made.

25 10. Counsel shall not attempt to display or use any charts or enlargements
26 of exhibits unless all counsel have agreed to their use or objections have been
27 heard and a ruling has been made by the Court

28 11. On the day of jury selection, trial will begin at 9:00 a.m. Counsel will

1 appear at 8:30 a.m. Thereafter, trial days are Monday through Thursday, 9:00 a.m.
2 to 4:30 p.m., with two fifteen-minute breaks during the morning and afternoon
3 sessions. If counsel contemplate that this schedule will be problematic due to the
4 unavailability of witnesses, counsel should provide details to the Court at the
5 Status Conference.

6 12. Before trial begins, the Court will give counsel an opportunity to
7 discuss administrative matters and anticipated procedural or legal issues. Before
8 trial begins, and as soon as the information becomes available to counsel, counsel
9 should advise the Court of any concerns or accommodations that are requested for
10 parties or witnesses. During trial, if there are any matters to be discussed outside
11 the presence of the jury, counsel shall advise the CRD of the request. The Court
12 discourages sidebars during trial.

13 13. On the day of jury selection, the Court reserves the time from 8:30
14 a.m. to 9:00 a.m. to handle legal and administrative matters. Jury selection will
15 commence promptly at 9:00 a.m. or as soon as jurors are available. Thereafter,
16 legal and administrative matters shall be addressed between 8:30 a.m. and 9:00
17 a.m. All counsel are urged to anticipate matters that may need to be addressed
18 outside of the presence of the jury and to raise them during this period, during
19 breaks, or at the end of the day. The Court does not make jurors wait while
20 counsel discuss matters that should have been addressed previously. Counsel are
21 urged to consider any unusual substantive or evidentiary issues that may arise, and
22 to advise the Court of such issues. Short briefs addressing such disputed issues are
23 welcome.

24 14. Should counsel for the government wish to order transcripts, they
25 shall provide agency authorization to the court reporter at the time the request is
26 made.

27
28 **D. JURY INSTRUCTIONS, VERDICT FORMS & QUESTIONNAIRES**

1 1. **No later than one week before trial**, counsel shall submit both
2 general and substantive jury instructions in the form described below. If possible,
3 all instructions should be taken from the *Manual of Model Criminal Jury*
4 *Instructions for the Ninth Circuit* (West Publishing, current edition). In those cases
5 where a special verdict is requested, counsel shall submit a proposed verdict form
6 with the jury instructions. Counsel shall submit a compact disc, compatible with
7 Word Perfect , containing the proposed instructions and a “clean” set of such
8 instructions, as set forth below.

9 2. The parties must submit JOINT jury instructions and a JOINT
10 proposed verdict form (if a special verdict is requested). In order to produce these
11 joint instructions, the parties shall meet and confer sufficiently in advance of the
12 required submission date, with the goal of agreeing on instructions and verdict
13 forms. Where the parties cannot agree, disputed instructions shall be submitted
14 one week before trial as follows: 1) JOINT jury instructions (those instructions
15 agreed to by all parties), and 2) DISPUTED jury instructions (those instructions
16 propounded by a party to which another party objects). On a separate page
17 following each disputed jury instruction, the party opposing the instruction shall
18 briefly state the basis for the objection, any authority in support thereof and, if
19 applicable, an alternative instruction. On the following page, the party proposing
20 the disputed instruction shall briefly state its response to the objection, and any
21 authority in support of the instruction. Each requested jury instruction shall be
22 numbered and set forth in full on a separate page, citing the authority or source of
23 the requested instruction.

24 3. Jury instructions should be modified as necessary to fit the facts of the
25 case (*e.g.*, inserting names of defendant(s) to whom instruction applies). Where
26 language appears in brackets in the model instruction, counsel shall select the
27 appropriate text and eliminate the inapplicable bracketed text. Where no
28 applicable Ninth Circuit model instruction is available, counsel are directed to use

1 the instructions from O'Malley, Grenig & Lee (formerly Devitt, et al.), *Federal*
2 *Jury Practice and Instructions* (West Publishing Co., current edition).

3 4. An index page shall accompany all jury instructions submitted to the
4 Court. The index page shall indicate the following:

- 5 a. The number of the instruction;
- 6 b. A brief title of the instruction;
- 7 c. The source of the instruction; and
- 8 d. The page number of the instruction.

9 **EXAMPLE:**

10 Number	11 Title	12 Source	13 Page Number
14 #1	15 Conspiracy-Elements	16 9th Cir.8.5.1	17 1

18 5. A copy of the instructions will be given to the jury during
19 deliberations. Accordingly, on the CD submitted with jury instructions, counsel
20 shall include a “clean” set of all instructions, containing only the text of each
21 instruction, set forth in full on each page, with the caption “Court’s Instruction No.
22 _____” (eliminating titles, supporting authority, indication of party proposing, etc.)

23 6. If counsel wish to submit a written questionnaire to prospective jurors,
24 a motion shall be made in writing, with the proposed questionnaire attached, no
25 later than eight weeks before the trial date. The Court does not routinely use
26 questionnaires. Counsel should attempt to discuss this issue and reach a proposed
27 agreement before submitting the motion to the Court.

28 7. At least one week before trial, each counsel must file with the CRD
and serve on opposing counsel any proposed questions to be asked of prospective
jurors. Counsel shall also file a Joint Statement of the Case which the Court will
read to prospective jurors prior to the commencement of voir dire. The statement
shall not exceed one page.

E. INSTRUCTIONS GOVERNING PROCEDURE DURING TRIAL

1 1. Counsel shall not refer to any witness -- including a client -- over 14
2 years of age by his/her first name during trial.

3 2. Counsel shall not discuss the law or argue the case in opening
4 statements.

5 3. Counsel shall not use objections for the purpose of making a speech,
6 recapitulating testimony, or attempting to guide the witness. When objecting,
7 counsel shall stand, state only the legal ground of the objection, *e.g.*, hearsay,
8 irrelevant, etc. Counsel shall not argue an objection before the jury. Requests to
9 approach sidebar to further argue an objection should be made sparingly, and may
10 not be granted.

11 4. Counsel shall not make facial expressions, nod, or shake their heads,
12 comment or otherwise exhibit in any way any agreement, disagreement or other
13 opinion or belief concerning the testimony of a witness. Counsel shall admonish
14 their clients and witnesses not to engage in such conduct.

15 5. Counsel should not talk to jurors at all, and should not talk to co-
16 counsel, opposing counsel, witnesses or clients where the conversation can be
17 overheard by jurors. Each counsel should admonish counsel's own clients and
18 witnesses to avoid such conduct.

19 6. Counsel shall question witnesses from the lectern. Counsel shall not
20 approach the witness box or enter the well without the Court's permission, and
21 shall return to the lectern when counsel's purpose has been accomplished.

22 7. Counsel should speak clearly when questioning witnesses, making
23 objections, etc.

24 8. No document shall be placed before a witness unless a copy has been
25 provided to the Court. Counsel may consider such devices as overhead projectors,
26 jury notebooks for admitted exhibits, or enlargements of important exhibits. The
27 Court has an Elmo and other equipment available for use during trial. Call the
28 CRD if you wish to visit when the Court is not in session to practice using the

1 equipment. The Court does not permit exhibits to be “published” by passing them
2 up and down the jury box. Exhibits may be displayed using the screen in the
3 courtroom.

4 9. Water will be provided at counsel table. Water cups are not to be
5 brought to the lectern. No other beverages are permitted in the courtroom. Food is
6 not permitted in the courtroom.

7 10. Counsel shall rise when addressing the Court. In jury trials, counsel
8 and the defendant shall rise when the jury enters or leaves the courtroom. [Special
9 procedures or exceptions may apply when the defendant is in custody or
10 restrained.]

11 11. In trial, all remarks shall be addressed to the Court. Counsel shall not
12 directly address the CRD, the court reporter or opposing counsel. All requests for
13 re-reading of questions or answers, or to have an exhibit placed in front of a
14 witness, shall be addressed to the Court

15 12. Counsel should not offer a stipulation without having conferred with
16 opposing counsel and having reached an agreement. Any stipulation of fact will
17 require defendant’s personal concurrence and shall be submitted to the Court in
18 writing for approval. A proposed stipulation should be explained to defendant in
19 advance.

20 13. While court is in session, counsel shall not leave counsel table to
21 confer with investigators, secretaries, or witnesses unless permission is granted in
22 advance.

23 14. When a party has more than one lawyer, only one lawyer may conduct
24 the examination of a given witness, and only that same lawyer may handle
25 objections during the testimony of that witness.

26 15. If a witness was on the stand at a recess or adjournment, counsel who
27 called the witness shall ensure the witness is back on the stand and ready to
28 proceed when court resumes.

1 16. Counsel are directed to have witnesses available throughout the court
2 day. If no witnesses are available and there is more than a brief delay, the Court
3 may deem counsel to have rested.

4 17. The Court attempts to cooperate with expert witnesses and other
5 professionals, and will, except in extraordinary circumstances, accommodate them
6 by permitting them to be called out of sequence. Counsel are urged to anticipate
7 any such possibility and to discuss it with opposing counsel. If there is an
8 objection, counsel shall confer with the Court in advance.

9 18. Counsel must notify the CRD at least 15 days in advance if any
10 witness should be accommodated based on the Americans with Disabilities Act or
11 for other reasons.

12 19. Counsel are advised to be on time, as the Court makes every effort to
13 start promptly.

14
15 IT IS SO ORDERED.

16
17 Dated:

18
19 PHILIP S. GUTIERREZ
United States District Judge

