

DEPARTMENT CX102's RULES

The parties and/or their attorneys to comply with the following:

ISSUE CONFERENCE

Counsel are to meet and confer and execute necessary documents as listed below AT LEAST FOURTEEN (14) CALENDAR DAYS PRIOR TO TRIAL. Counsel for the Plaintiff shall have the responsibility to arrange the Issue Conference at a mutually agreeable time and location.

At the Issue Conference parties shall:

- 1) Exchange exhibits, inspect photos and diagrams and prepare a Joint Exhibit list and two (2) sets of exhibits in binders for the bench and witness stand.
- 2) Prepare list of stipulated facts agreed upon.
- 3) Prepare Joint Statement of the Case.
- 4) Prepare Joint Witness list.
- 5) Exchange all MOTIONS IN LIMINE and file with the court 6 days prior to the trial date.
- 6) Execute the Statement of Compliance.
- 7) **Prepare three (3) identical Joint Jury Instruction packets including agreed, non-agreed and Special Instructions: 1 for the Judge, 1 each party.**
All instructions should have boxes on the top and no authorities cited below the boxes.
- 8) Deposit one day's jury fees 25 days prior to trial date.

The above items, including Trial Briefs, requested Jury Instructions and Special Instructions, proposed Verdict Forms, opposition to MOTIONS IN LIMINE, and the Statement of Compliance signed by all counsel, shall be submitted to the Court **NO LATER THAN 6 COURT DAYS BEFORE TRIAL.**

Failure to conduct, actively participate in, or cooperate in the Issue Conference and display and /or exchange exhibits and motions to or with opposing counsel / parties may result in sanctions.