

# GENERAL INFORMATION

1. Jury instructions are due twenty (20) working days before jury selection, at 12:00 noon, unless otherwise ordered.
2. In civil cases, Judge Gonzales has adopted a set of standard instructions.
3. In criminal cases, Judge Gonzales uses a combination of standard instructions and the Tenth Circuit Pattern Criminal Jury Instructions, found at <http://www.ca10.uscourts.gov>. Judge Gonzales uses the standard instructions posted on this website for most preliminary, concluding, and evidentiary matters. However, the Court uses the Tenth Circuit Pattern Criminal Jury Instructions for substantive offenses, defenses, and for some general matters. The Criminal Jury Instructions Worksheet available on this website will assist parties in preparing instructions correctly. Please take special note of the order in which Judge Gonzales requires the instruction stating the indictment and those describing the count(s) in the indictment to be presented.
4. ***Parties must meet and confer prior to the deadline for submitting requested instructions and make a good faith effort to agree on as many instructions as possible.*** File the agreed instructions as “Joint Proposed Instructions.”
5. For instructions that are not agreed, each party should file a numbered set of proposed instructions.
6. Submit a cover sheet and a list with each set of proposed instructions, along with a checklist of the entire set being submitted.
7. Instructions should be double-spaced. Submit no more than one instruction to a page.
8. Each proposed instruction should include the title “[JOINT] [or PLAINTIFF’S] [or DEFENDANT’S] PROPOSED INSTRUCTION NO. \_\_\_\_\_” and the instructions should be numbered consecutively.
9. Each proposed instruction should cite supporting legal authority at the bottom of the page. When a proposed instruction is supported by case law, include the pinpoint citation. If you modify a pattern instruction, indicate “modified” in the citation and make clear how you modified it.
10. Parties need not include the text of Judge Gonzales’ standard civil or criminal instructions or of Tenth Circuit Criminal Pattern Jury Instructions in their set of proposed instructions, but may simply designate such instructions in the checklist by reference to source and number.
11. Carefully *proofread* each instruction for errors in spelling, grammar, punctuation, and citations, and for unintended deviations from pattern instructions used as sources.
12. Pay special attention to the verdict form, especially in cases with multiple parties and claims.

13. Electronically file the set of proposed jury instructions *with citations* in accordance with the CM/ECF Administrative Procedures Manual. A copy of the proposed instructions in Word should be submitted to chambers.