

JURY TRIAL DEADLINES CHECKLIST

! 20 calendar days before trial

- Mark and exchange exhibits
- Notify opposing counsel and Court of intended use of depositions under FED. R. Civ. P.
- Identify witnesses

! 10 working days before trial

- File objections to exhibits
- File motions in limine (does not include Daubert motions)
- File objections to depositions noticed for trial
- Notify chambers if you intend to use particular equipment or courtroom technology
- File proposed findings of fact and conclusions of law (for non-jury trials)

! 5 working days before trial

- File Witness Lists
- File Exhibit Lists
- File stipulated and contested jury instructions (in format required by Judge Martinez)
- Provide chambers with copies of proposed jury instructions in electronic format
- File trial briefs

! 5 working days before jury selection

- Exchange requested voir dire questions

! 2 working days before jury selection

- Notify court of voir dire questions upon which parties cannot agree
- Provide the court with an agreed Statement of the Case to read at jury selection

NOTICE:

Counsel and parties are to appear before Judge Martinez one-half hour prior to the jury selection setting to discuss the trial and address any matters needing attention.