

GENERAL INFORMATION

1. Jury instructions are due five (5) working days before jury selection, at 12:00 noon, unless otherwise ordered.
2. In civil cases, Judge Parker has adopted a set of standard instructions.
3. In criminal cases, Judge Parker is now using the Tenth Circuit Criminal Pattern Jury Instructions. These instructions are available at <http://www.ca10.uscourts.gov> in .pdf, .wpd, and .doc formats.
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 Parker’s standard civil 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. There is no need to provide a copy of proposed instructions to chambers.