

**PRETRIAL INSTRUCTIONS FOR CIVIL CASES BEFORE
THE HONORABLE SARAH M. DAVENPORT
UNITED STATES DISTRICT JUDGE**

I. PRETRIAL CONFERENCE AND PRETRIAL DEADLINES

Following entry of a Rule 16 Scheduling Order by the Magistrate Judge, the Court will issue an order scheduling the matter for trial and pretrial conference and setting pretrial deadlines. Parties should not contact the Court to request a trial setting.

II. AUDIO-VISUAL EQUIPMENT

Counsel shall notify the Court at least two weeks before trial if they require audio-visual or other special equipment. Counsel must contact and receive training from the Court's IS department before trial regarding any technology needs. Counsel is responsible for operating the equipment as needed.

III. EXHIBITS

Exhibits shall be marked and identified clearly for each party. Use of exhibit notebooks (Plaintiff's and Defendant's) are encouraged for those exhibits to which neither party has objections. Subject to the needs of the case, Plaintiff's exhibits shall be marked and identified by numbers and Defendant's exhibits shall be marked and identified by letters (e.g., A,B,C . . . AA, AB, AC).

Exhibits must be submitted in electronic format two weeks prior to trial. Parties should refer to the attached JERS Informational letter, along with the Attorney Guide to JERS for instructions on how to submit electronic exhibits to the Court.

IV. GENERAL GUIDELINES FOR TRIAL

Trial will begin at 9:00 a.m. Counsel shall be in the courtroom no later than 8:30 a.m. and be prepared to discuss any pretrial matters, unless the Court sets an earlier time. A multi-day jury trial typically will recess around 5:00 p.m. The Court will allow regular breaks.

Courtroom microphones are located at the podium and counsel tables. Counsel therefore should remain near the microphone when addressing the Court and near the podium when questioning witnesses.

When an objection is made in the presence of the jury, counsel must state the rule and make no argument. If the Court needs argument, counsel will be instructed to approach the bench.