

**IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF GEORGIA
ATLANTA DIVISION**

XXX,

Plaintiffs,

v.

YYY,

Defendants.

Civil Action No.
1:2_-cv-zzzz-SDG

ORDER SETTING JURY TRIAL

The jury trial of this will begin on [TBD], at 9:00 a.m., in Courtroom 1706, Richard B. Russell Federal Building, 75 Ted Turner Drive., S.W., Atlanta, GA 30303. This case is currently **second** on the trial calendar for this date. The parties must be prepared for trial notwithstanding their position on the calendar. The Court will advise the parties as soon as practicable, but no later than the pretrial conference, if the trial will be postponed. If the parties wish to have a specially set jury trial date before a United States Magistrate Judge, on this date or another mutually convenient date, they should email Courtroom Deputy Danielle Brye (Danielle_Brye@gand.uscourts.gov) as soon as practicable (but only if the request is joined by all parties).

A pretrial conference is set for [TBD], at [TBD] a.m./p.m., in the same courtroom. The Court may schedule additional pretrial conferences as necessary.

Pre-Trial Deadlines

- Motions in Limine: **[generally 2 weeks before PTC]**
- Responses to Motions in Limine: **[generally 1 week before PTC]**
- Consolidated Proposed Voir Dire: **[generally 2-3 days before PTC]**
- Consolidated Proposed Jury Charges and Verdict Form: **[generally 2-3 days before PTC]**
- Courtesy copy of anticipated exhibits (preferably electronic), exhibit list, and witness list submitted to Chambers: **[generally by noon on business day prior to trial]**

Further instructions concerning these and other submissions are provided below.

Motions in Limine

Motions in Limine are encouraged to resolve anticipated issues of admissibility. However, boilerplate motions that are not specifically tailored to the anticipated evidence at trial, or motions that only generally ask the Court to follow a particular rule of evidence or a well-established principle of law, will be summarily denied.

Proposed Voir Dire

The parties must file a single, unified list of proposed *voir dire* questions. The parties may divide the list according to the questions that each party proposes to

ask. Any objections to a proposed question by the opposing party must be included directly below the question at issue.

Proposed Jury Charges and Verdict Form

The parties must file a single, unified set of the proposed jury charges and verdict form. A Word version of the same must be forwarded via email to Chambers.

Counsel must use the Eleventh Circuit Pattern Jury Instructions, if applicable. When proposing charges for which there is not a pattern charge, counsel must provide citations to the legal authorities supporting the charge requested.

Each request to charge shall be numbered sequentially and on a separate page, with authority for the requested charge cited at the bottom of the page. Where a proposed instruction is not agreed upon, the parties should indicate who is proposing the instruction and the legal basis for the instruction, as well as the legal basis for the other party's opposition to the instruction.

Counsel will have an opportunity to amend and/or supplement their proposed jury charges and verdict form prior to the charging conference.

Exhibits, Exhibit List, and Witness List

Each party shall submit to Chambers a copy of their anticipated exhibits, preferably in electronic form on a thumb drive. Each party shall also submit an

exhibit list and witness list. The exhibit list must include the style of the case and case number in a header or footer and include the following column fields: (1) Exhibit Number; (2) Description; (3) Bates No. or Source (optional); (4) Date Tendered; (5) Date Admitted. A template exhibit and witness list is attached. In addition, please note that each affixed exhibit sticker must include the case number and exhibit number, as well as the name of the tendering party. The sticker must be attached to the exhibit so as not to cover up or ruin any portion of the exhibit.

The witness list should be provided in alphabetical order by last name.

SO ORDERED this ____ day of _____, 20__.

Steven D. Grimberg
United States District Judge

