

**CIRCUIT JUDGE DONALD G. JACOBSEN
PRETRIAL CONFERENCE CHECKLIST - SECTION 11**

PTC DATE: _____ **CASE NO:** _____
Plaintiff(s): _____ **Counsel:** _____
_____ **Defendant(s):** _____ **Counsel:** _____

TRIAL DATE: _____ **# OF DAYS** _____ **# ON DOCKET** _____

1. Pretrial Stipulation Received / Trial Counsel Present
2. Statement of case to be read to jury venire
3. Amendments to pleadings / Pending Motions
4. Discovery completed
5. Witness lists
6. Exhibit lists
7. Marking exhibits before commencement of trial
8. Summaries (e.g., Special damages)
9. Scheduling problems (witness', attorney's, or the court's)
10. Deposition testimony to be read at trial: designation and resolution of objections
11. Anticipated jury issues (pretrial publicity?)
12. Anticipated legal issues
13. Motions in Limine
14. Trial briefs or memos regarding other than routine matters of law, evidence, or procedure
15. Limitations:
 - a. #of b&a witnesses: _____; time for opening: _____; closing: _____; voir dire: _____
 - b. # of peremptory challenges: _____; extra Jurors needed _____
16. Stipulations & Admissions to avoid unnecessary proof:
 - a. waiver of record custodian witnesses, x-ray technicians, photographers
 - b. admissibility of exhibits
 - c. use of exhibits or visual aids during opening statements
17. Judicial notice
18. View of scene (transportation arrangements)
19. Party to obtain Court Reporter
20. Voir Dire (no trying case in voir dire)
21. Proposed jury instructions, a set to be sent back with each juror
22. Proposed verdict forms
23. Jury questions / Jury note taking
24. Special audio / visual needs
25. Need for translator / interpreter
26. Mediation / continued settlement discussions
27. Other matters of concern to the court or counsel