

## TRIAL PROCEDURAL ORDER

TAKE NOTICE that **Judge MATTHEW P. SABAUGH** requires the following for trial:

### BEFORE THE DAY OF TRIAL:

1. All motions in limine and trial motions are to be scheduled to allow for responses filed with the Judge and opposing counsel no less than 7 days before set date. Motions on the day of trial will not be entertained except for good cause shown.
2. If depositions have objections therein, the parties shall submit to the Judge and opposing counsel no later than 14 days before trial date, the objections with supporting law including argument, with responses filed with the Judge and opposing counsel 7 days before the trial date. If the parties have not resolved the objections, the parties shall contact the Judge's secretary for a hearing date regarding the deposition objections. Objections to depositions filed on the day of trial will not be entertained except for good cause shown.
3. Fourteen days before trial date, supply witness lists in sufficient number for the Court and all counsel of actual and/or probable witnesses, indicating if in person or by deposition and, if medical experts, the hospital and office where the witness practices and his or her specialty. This provides counsel an opportunity to file objections before trial date and a list of witnesses for the Court to read to prospective jurors.
4. Whenever practicable, copies of exhibits shall be furnished to the Court and opposing counsel for use during the trial.
5. At Least 7 Days Prior to Trial, SUBMIT A TRIAL BRIEF CONTAINING A BRIEF STATEMENT OF FACTS, ISSUES, THEORY OF CASE AND MEMORANDUM OF LAW. If cases or statutes are cited, a photocopy of the case or statute shall be attached. All stipulations shall be in writing and placed on the record. In **NON-JURY** cases, the Trial Brief shall include proposed findings of fact and conclusions of law.

### ON THE DAY OF TRIAL:

1. Be present with client(s) and any other person(s) necessary to effect the disposition of the matter.
2. For jury trials, to the extent possible, have completed, typed jury instructions, including a proposed jury verdict form for the Court and all counsel (not just by jury instruction number). All blank spaces must be completed and if there are any alternatives in the instructions, one must be selected, and the unused option(s) deleted. Each instruction must be on a separate sheet. In a criminal trial, counsel must prepare 15 copies of the Chapter 2 M Crim JI, including all the elements of the crime as required by M Crim JI 2.3(3). In a civil case, counsel must prepare 9 copies of the Chapter 2 M Civ JI, including the nature of plaintiff's claim and the elements of all civil claims (including definitions of legal terms), legal presumptions, and burdens of proof as required by M Civ JI 2.02.
3. In jury cases, submit to the Court in writing special jury questions that counsel desire to be asked of the prospective jurors. The Court reserves the right to conduct the voir dire.
4. Have witnesses available for trial.
5. Joint succinct statement as to what the case is about, not to exceed one paragraph.

THE FOREGOING CONSTITUTES A DULY ENTERED ORDER OF THIS COURT, AND FAILURE TO COMPLY STRICTLY WITH ALL OF ITS TERMS MAY RESULT IN DISMISSAL, DEFAULT JUDGMENT, REFUSAL TO LET WITNESSES TESTIFY, REFUSAL TO ADMIT EXHIBITS, OR OTHER ACTION, INCLUDING ASSESSMENT OF SPECIAL COSTS, EXPENSES AND ATTORNEY FEES.

NOTICE: The Court will entertain a jurisdiction motion pursuant to MCR 2.227.

Matthew P. Sabaugh  
Circuit Judge