

## TRIAL PROCEDURAL ORDER

TAKE NOTICE that Judge Richard L. Caretti requires the following for trial.

### BEFORE THE DAY OF TRIAL:

1. File all motions in limine and/or trial motions with the Judge and counsel at least 14 days before the trial date with responses filed with the Judge and opposing counsel 7 days after the filing date. Motions filed on the day of trial will not be entertained except for good cause shown. All motions in limine will be heard on the day of trial unless a compelling reason for an earlier hearing can be demonstrated.
2. Seven days before the trial date, counsel must supply witness lists in sufficient number for the Court and all counsel, listing all actual and/or probable witnesses, and indicating if testimony will be in person or by deposition. This provides counsel an opportunity to file objections before the trial date and supplies a list of witnesses for the Court to read to prospective jurors.

### 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. Counsel may submit a Trial Brief containing a brief statement of facts, issues and their theory of the case.
3. Prepare stipulations in writing, if any, to be placed on the record.
4. 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.
5. Have witnesses available for trial without interruption.
6. Counsel must prepare a joint succinct statement as to what the case is about, not to exceed one paragraph and a joint list of witnesses to be called at trial.

RICHARD L. CARETTI  
Circuit Judge