

STANDING ORDER
Pretrial Conference
Pretrial Order Form
(Judge McCalla)

Counsel should confer prior to the Pretrial Conference. The purpose of that conference between counsel is to exchange information as to the ultimate issues of law and fact, eliminating unnecessary or irrelevant issues that may appear in the pleadings or discovery; to arrive at all possible stipulations and exchange documents which will be offered in evidence at the trial. Prior to the Pretrial Conference, counsel should attempt to prepare a Joint Proposed Pretrial Order which covers the items set forth below.

1. Any jurisdictional questions, and the proper ruling thereon;
2. Any questions raised by pending motions;
3. The respective contentions of the parties, including the contentions of the parties with regard to the nature and amount of damages;
4. Specific facts that may be stipulated;
5. Contested issues of law;
6. Exhibits (except documents for impeachment only) to be offered in evidence by the parties, and to the extent possible a stipulation on their admissibility;
7. Witnesses for the parties (indicate those who will be called, in the absence of reasonable notice to opposing counsel to the contrary, and those who may be called as a possibility only); and
8. Estimated trial time.

Attorneys trying the case should be familiar with pretrial procedures and come to the Pretrial Conference with full authority to accomplish the following: simplify and define the triable issues, expedite the trial, and save unnecessary expense. At the time of the Pretrial Conference, counsel will report to the Court on the prospects of settlement. After the Pretrial Conference, the Court will enter a Pretrial Order which shall be controlling at the trial.

If an attorney fails to appear at the Pretrial Conference or to comply with the directions set forth herein, an ex parte hearing may be held and judgment of dismissal or default or other appropriate sanctions entered.

SO ORDERED this 24th day of February, 1993.

/s/ Jon Phipps McCalla
JON PHIPPS McCALLA
UNITED STATES DISTRICT JUDGE