

**IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT
IN AND FOR SARASOTA COUNTY, FLORIDA**

Plaintiff,

CASE NO.

vs.

Defendants.

_____ /

PRETRIAL CONFERENCE ORDER

Present:

_____ for Plaintiff.

_____ for Defendant.

_____ for Defendant.

1. **Statement of Case:** List type of case (example: contract, personal injury, etc.), and give a brief neutral explanation of factual disputes and issues to be resolved.

2. **List Pleadings Upon Which The Case Will Be Tried, Including Affirmative Defenses:**

3. **Estimated Length of Trial (INCLUDING Jury Selection):** _____

Estimate of Time Needed Per Party for:

- a) Voir Dire: _____
- b) Opening Statement: _____
- c) Final Argument: _____

Number of Peremptory Challenges Per SIDE: _____ **TOTAL:** _____

4. **Facts Admitted & Stipulations to Avoid Unnecessary Proof:**

5. **Extension of Discovery Cutoff.** All discovery agreed to by the parties must be completed no later than _____ days before docket sounding, absent further agreement or order of court.

6. **Meeting Required 5 Days Prior to Pretrial Conference.** No later than **five (5) days** prior to pretrial conference, the attorneys for the parties shall meet for the following purpose:

(a) **Trial Exhibits:**

(1) The attorneys shall examine all previously listed exhibits they intend to introduce into evidence.

(2) Prior to the meeting, at his or her option, an attorney may request that opposing counsel bring copies of their exhibits to the meeting at the requesting attorney's expense.

(3) **Joint Pretrial Stipulation.** The attorneys shall confer and prepare a joint pretrial stipulation listing all exhibits intended to be introduced into evidence. The list shall set forth the following:

- A. Exhibits which are stipulated as admissible shall be initialed by all counsel.
- B. Basic objections under the Florida Evidence Code shall be noted as to all other exhibits. Objections not noted shall be deemed waived.

(4) The list shall be filed with the court at pretrial conference.

(5) On the day of trial, all trial exhibits should be given to the clerk prior to voir dire for pre-marking. All attorneys should review and make note of the marked exhibits prior to the time the jury is sworn.

(b) **Witnesses Appearing Through Deposition Testimony.**

(1) At the meeting, the attorneys shall confer and identify all deposition questions and answers (video or transcribed) to be read or shown to the jury in lieu of live testimony.

(2) The attorneys shall make every reasonable effort to resolve all objections. Any unresolved objections to deposition questions must be listed in writing and filed with the court and resolved prior to docket sounding. Objections not so resolved will be deemed waived.

7. **Court Reporter**: A statement as to which party will secure the presence of a court reporter, if any.

8. **Special Equipment Need in Courtroom for Trial (if any)**: If special equipment is required for this trial, requests must be made through our website at www.12circuit.state.fl.us, by filling out and submitting the Audio/Video Presentation Cart Request Form.

9. **Jury Instructions and Verdict Form**. Attorneys shall have met prior to docket sounding to attempt to compile one set of proposed jury instructions. That set should include all agreed upon instructions, whether standard or non-standard. This should be a clean set ready to be provided to the jury. Any proposed standard or non-standard instructions that are not agreed upon should be provided to the court (along with authority in support of the disputed instruction) at docket sounding. The same procedure applies to the verdict form.

9. **Sanctions**. Failure to comply with the requirements of this order will subject the party and/or counsel to appropriate sanctions.

10. **The Pretrial Order shall hereafter control the course of the action (Fla.R.Civ.P. 1.200(d)).**

DONE AND ORDERED in Sarasota County, Florida, on this ____ day of _____, 20____.

CIRCUIT JUDGE

The undersigned hereby stipulate to entry of this order and understand that they are excused from attending the pretrial conference:

_____ Counsel for plaintiff.

_____ Counsel for defendant.

_____ Counsel for defendant.