

## DEPARTMENT 9 TRIAL MANAGEMENT AND VOIR DIRE CONFERENCE GUIDELINES.

The following guidelines are intended to ensure that trials proceed efficiently and fairly for all concerned. They are not intended to restrict counsel unduly in the trial of cases. Counsel should feel free to make suggestions for the purpose of furthering the prompt and fair disposition of trials.

### Matters to be discussed at the Trial management and Voir Dire Conference

1. Estimated length of trial, and the number of witnesses each side intends to call.
2. Any unusual trial scheduling problems with witnesses, counsel, or the court.
3. Evidentiary problems which are known or likely to arise, especially 352 motions.
4. Timing for submission of non-standard or special jury instructions will be discussed and set.
5. Need for Interpreter services:
6. Proposals for deviation from normal practice of instructing the jury before closing arguments.
7. Witness Lists, Exhibit Lists, and proposed Statements of the Case will be exchanged and reviewed.
8. All exhibits will be pre-marked for identification using numbers. The label should be on the lower right hand side of the last page of the exhibit. 4 copies of the exhibits (preferably in binders): 1 copy for the witness, 1 copy for the judge, 1 copy for clerk, 1 copy for opposing party.
  - a. Parties should confer as to the numbers in the exhibits. E.g. PLF get the first 200 and DEF gets 300, etc.
9. All motions in limine will be heard at the trial management conference. Motions in limine should be ready before announcing ready for trial, and will be exchanged, along with briefs and supporting points and authorities before the Trial Management Conference.
10. Orders granting in limine motions will be strictly enforced. Counsel should appropriately advise witnesses of any limitations of evidence. Excluded witnesses should wait near the courtroom until called, and will not attend any court session, including opening statements.
11. Absent a showing of good cause, counsel will disclose the identity of witnesses 24 hours in advance of calling them.
12. If counsel do not have witnesses available for the court day, you may be deemed to have rested.
13. All charts, graphs and demonstrative evidence (other than those which may be used in rebuttal) will be exchanged at the conference. Objections to their use will be heard at that time.
14. Trial time is usually 8:30 to 12:00 and 1:30 to 4:30, Monday through Thursday, with appropriate short recesses. Please be on time for all court sessions.
15. Counsel will be allowed a limited time for Voir Dire. The time allowed may be extended for good cause.
16. The Court uses a "6-pack" system for jury voir dire. Initially, 18 prospective jurors will be cause-qualified. Peremptory challenges to the first 12 will result in replacement, in order from the additional 6. In the event only 11 jurors remain, an additional 7 will be examined for cause. No further cause challenge or examination of the original 11 will be permitted.