REMOTE PRETRIAL CONFERENCE CHECKLIST

DIVISION CV-E – JUDGE BRUCE ANDERSON

*(Pursuant to Fla. R. Civ. P. 1.200(k))*

**Bring (do not file) completed checklist to Pre-Trial Conference (“PTC”)**

CASE NO. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PTC DATE: / / 20 .

CASE STYLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Plaintiff(s)

 vs.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Defendant(s)

**Estimated Length of Trial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Hours/Days **Jury Trial**: [ ]  Yes [ ]  No

Attorney(s) for Plaintiff(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2)

Attorney(s) for Defendant(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (1)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (2)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (3)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (4)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (5)

1. Who will provide the **Court Reporter** (if any?)

Pltf. or Def. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Will the cost be shared/not shared? (circle one)

1. Is an **Interpreter** needed? [ ]  Yes [ ]  No

If yes, who will provide the **Interpreter**?

 Pltf. or Def. # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If yes, will the cost be shared/not shared? (circle one)

1. Has the **Pretrial Meeting of Counsel** been completed? [ ]  Yes [ ]  No

If no, when is it scheduled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has the **Joint Pretrial Stipulation (“JPTS”)** been filed? [ ]  Yes [ ]  No

If not yet filed, it will be filed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Jury Trials Only***: Statement of the case to be read to venire: [ ]  Yes [ ]  No

 In JPTS? [ ]  Yes [ ]  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Witness List Filed? | Exhibit List Filed? | Expert List Filed? | All Lists in JPTS? |
| Plaintiff (1): | Y / N | Y / N | Y / N | Y / N |
| Plaintiff (2): | Y / N | Y / N | Y / N | Y / N |
| Defendant (1): | Y / N | Y / N | Y / N | Y / N |
| Defendant (2): | Y / N | Y / N | Y / N | Y / N |
| Defendant (3): | Y / N | Y / N | Y / N | Y / N |
| Defendant (4): | Y / N | Y / N | Y / N | Y / N |
| Defendant (5): | Y / N | Y / N | Y / N | Y / N |

1. Has the Exhibit List and all **Exhibits** to be introduced and offered into evidence during the remote trial pre-marked for identification with letters, or numbers for admission into evidence by stipulation, corresponding to the Exhibit List been given to the Remote Trial Clerk?

Plaintiff (1): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plaintiff (2): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (1): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (2): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (3): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (4): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (5): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Demonstrative Aids,** charts, boards, illustrations, maps, diagrams and PowerPoint slides or presentations (to be used during Opening Statement or Remote Trial) been pre-marked for identification only with letters corresponding to the Exhibit List given to the Remote Trial Clerk, exchanged or otherwise made available to opposing counsel to evaluate and review to allow for objections to be noted, brought to the Court’s attention and ruled on **PRIOR** to the Pre-Trial Conference?

***NOTE: DEMONSTRATIVE AIDS MAY NOT BE USED DURING OPENING STATEMENT WITHOUT AGREEMENT OR PRIOR COURT ORDER.***

Plaintiff (1): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plaintiff (2): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (1): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (2): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (3): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (4): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (5): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has **Mediation** been held? [ ]  Yes [ ]  No If no, when is it scheduled? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is **Settlement** still a possibility? [ ]  Yes [ ]  No [ ]  Maybe

1. Have all **Deposition Transcripts, Answers to Interrogatories, and Responses to Request(s) for Admissions** been filed in the Court file if they are to be published during the case in chief or used for impeachment?

Plaintiff (1): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Plaintiff (2): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (1): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (2): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (3): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (4): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Defendant (5): [ ]  Yes [ ]  No If no, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Stipulations, Admissions, Agreements** and **Waivers** been reduced to writing and incorporated in the Joint Pretrial Stipulation? [ ]  Yes [ ]  No If no, when will they be prepared and filed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE: STIPULATIONS, ADMISSIONS, AGREEMENTS AND WAIVERS MUST BE IN WRITING IF SEEKING COURT ENFORCEMENT.***

1. Has all **fact discovery** been completed? [ ]  Yes [ ]  No

If no, describe generally what **discovery** is pending and when it will be completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Has all **expert discovery** been completed? [ ]  Yes [ ]  No

If no, describe generally what **expert discovery** is pending and when it will be completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all ***Daubert*** or other **Expert Witness Related Motions** been filed and heard?

[ ] Yes [ ]  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
6. Have all ***Northrup*** **Impeachment Materials** been identified, disclosed and exchanged?

[ ]  Yes [ ]  No If no, when will such materials be identified, disclosed, and exchanged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Dispositive Motions and Summary Judgment Motions** been filed and heard?

[ ]  Yes [ ]  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. Have all **Motions to Amend Pleadings** been filed and heard? [ ]  Yes [ ]  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. Have all case specific **Motion in *Limine*** been filed and heard? [ ]  Yes [ ]  No

If no, identify any such pending motion(s) and whether they were timely filed:

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
8. Are there any **other** **pending motion(s), special provisions, accommodations, or concerns** not previously identified above? [ ]  Yes [ ]  No

If yes, identify any such **pending motion(s), special provisions, accommodations, or concerns:**

Timely Filed?

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Y / N
6. Have all **Rule 1.360 Examinations** been completed? [ ]  Yes [ ]  No

If no, describe generally what examination(s) are pending and the anticipated completion date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have all **Deposition Designations**, **Counter Designations, objections and completeness concerns** been timely exchanged in writing? [ ]  Yes [ ]  No

If no, when will such **deposition designations, objections, and completeness concerns** be exchanged? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will typed proposed **Jury Instructions** and **Verdict Forms** be filed with the Remote Trial Clerk and submitted to the Court in hard copy form at the Pre-Trial Conference? [ ]  Yes [ ]  No

If no, when will the **jury instructions** and **verdict forms** be filed with the Remote Trial Clerk and submitted to the Court? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Will early **Substantive Jury Instructions**, including the law be given **prior** to **Opening Statement**? [ ]  Yes [ ]  No
2. If Jury Trial, how many prospective **Jurors** are requested for the **Venire**? \_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Plaintiff (1)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Plaintiff (2)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (1)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (2)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (3)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (4)? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** for Defendant (5)? \_\_\_\_\_\_\_\_

Number of **Alternate Jurors** to be impaneled? \_\_\_\_\_\_\_\_

Number of **Peremptory Challenges** each party is entitled to in the selection of the Alternate Juror(s):

Plaintiff (1) \_\_\_\_\_\_\_\_\_\_\_\_

Plaintiff (2) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (1) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (2) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (3) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (4) \_\_\_\_\_\_\_\_\_\_\_\_

Defendant (5) \_\_\_\_\_\_\_\_\_\_\_\_

1. Are there any objections or concerns to **Jurors** taking **notes** and asking **questions** of witnesses (See Section 40.50, Florida Statutes and Rule 1.452, Fl. R. Civ. Pr.)?

[ ] Yes [ ]  No

1. Time Estimates:

|  |  |  |  |
| --- | --- | --- | --- |
| **Time Estimates** | ***Voir Dire*****(If Jury Trial)** | **Opening Statement** | **Closing Argument** |
| Plaintiff (1) |  min/hr. |  min/hr. |  min/hr. |
| Plaintiff (2) | min.hr. | min/hr. |  min/hr.  |
| Defendant (1)  |  min/hr. |  min/hr. |  min/hr.  |
| Defendant (2) |  min/hr. |  min/hr. |  min/hr. |
| Defendant (3) |  min/hr. | min/hr. | min/hr. |
| Defendant (4) |  min/hr. | min/hr. | min/hr. |
| Defendant (5) |  min/hr. | min/hr. |  min/hr. |

1. When is the **Rule of Sequestration** invoked?

 [ ]  Before *voir dire* [ ]  Before opening [ ]  Not invoked

**[ ]  Yes** **[ ]  No**

1. Are there any pending written **Request(s) for Judicial Notice** with timely notice to adverse parties, proof of which is filed with the Court? [ ]  Yes [ ]  No

If yes, identify any such pending Request(s):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NOTE: ANY PARTY REQUESTING JUDICIAL NOTICE MUST FOLLOW THE EVIDENCE CODE, Section 90.201-90.207, Florida Statutes.***

1. Do the Parties have adequate technology including bandwidth and Internet Service for the Remote Civil Jury Trial? [ ]  Yes [ ]  No
2. Has Counsel for each party consulted with the Remote Courthouse’s IT Department to confirm they have met the technology requirements for a Remote Jury Trial? [ ] Yes [ ]  No
3. Has Counsel notified their witnesses that they will appear remotely and confirmed that each witness has adequate technology to testify remotely? [ ]  Yes [ ]  No
4. Has Counsel provided each witness with a copy of that witness’s deposition and instructed the witness to have the deposition available during their remote trial testimony? [ ]  Yes [ ]  No
5. Have you reviewed and familiarized yourself with the Vocabulary List for Remote Civil Jury Trials? [ ]  Yes [ ]  No
6. Do the attorneys, parties and witnesses each have their assigned virtual background for the Remote Courtroom (provided by the IT Department)? [ ]  Yes [ ]  No
7. Do the Parties understand that the Court expects them to **disclose** the next day’s **witnesses** at the end of each court day? [ ]  Yes [ ]  No
8. **Trial Briefs** are not required, however, do the parties understand that if you choose to submit them, courtesy hard copies must be delivered to Judge Anderson’s chambers at least **three (3) business days** before trial to allow adequate time for review? [ ]  Yes [ ]  No
9. Have you reviewed and familiarized yourselves with Judge Anderson’s **Procedures**, **Guidelines** and “**Trial Conduct and Courtroom Decorum Policy”**, all of which can be found on Judge Anderson’s page at <https://www.jud4.org/Ex-Parte-Procedures-and-Dates>?

[ ]  Yes [ ]  No

**By our signatures below, we have read and acknowledge the foregoing and understand duties, responsibilities and obligations related to preparing for and conducting the trial of the above-styled cause. We understand that we must notify the Court immediately upon settlement of the case.**

Signatures:

Attorney(s) for Plaintiff(s)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(1)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attorney(s) for Defendant(s)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(1)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(2)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(3)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(4)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(5)

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_