

Hon. Jeffrey Alker Meyer, U.S. District Judge
INSTRUCTIONS FOR JOINT TRIAL MEMORANDUM

The parties shall confer and shall jointly prepare and submit for the Court's approval a Joint Trial Memorandum in compliance with the District's Standing Order Regarding Trial Memoranda in Civil Cases as modified by these instructions. **In addition to filing an original of the Joint Trial Memorandum with the Clerk of the Court, counsel shall also provide Chambers with two (2) courtesy copies of the Joint Trial Memorandum and all attachments. Any courtesy copy provided should be stapled or bound, and have a tab separating each section (other than sections 1 through 7, below). In addition to the two hard copies provided to chambers, counsel should provide a copy of the memorandum as an electronic file compatible with Microsoft Word, sent to Chambers via e-mail or on a CD-ROM.** The Joint Trial Memorandum is intended to be a jointly prepared document. Therefore, these Instructions are not satisfied by stapling together trial memoranda prepared separately by counsel for each party.

The Joint Trial Memorandum shall contain the following information:

1. TRIAL COUNSEL: Counsel shall list the names, addresses, telephone numbers, fax numbers and e-mail addresses of the attorney(s) who will try the case. **Trial counsel must attend the Final Pretrial Conference, unless excused in advance by the Court.**
2. JURISDICTION: Counsel shall set forth the basis for federal jurisdiction.
3. JURY/NON-JURY: Counsel shall state whether the case is to be tried to a jury or to the Court.
4. LENGTH OF TRIAL: Counsel shall set forth a realistic estimate of trial days required based on the expected length of testimony for each witness on both direct and cross-examination.
5. FURTHER PROCEEDINGS: Counsel shall specify, with reasons, the necessity for any further proceedings prior to trial.
6. NATURE OF CASE: Counsel for plaintiff(s) shall separately state the nature of each cause of action and the relief sought. Counsel for defendant(s) shall separately state the nature of any affirmative defense that counsel may present at trial. If applicable, counsel shall also state the nature of, relief sought, and affirmative defenses for any cross-claims or counterclaims.
7. TRIAL BY MAGISTRATE JUDGE: Counsel shall indicate whether they have agreed to a trial by a Magistrate Judge and if so, file signed consent forms providing for any appeal to be heard directly by the Court of Appeals.
8. EVIDENCE: **Prior to preparing and submitting the Joint Trial Memorandum, counsel are required to exchange lists of proposed witnesses, exhibits and deposition**

transcripts to enable counsel for each party to state in the Joint Trial Memorandum whether there is an objection to any proposed witness, exhibit or transcript.

- a. Witnesses: Counsel shall set forth the names and addresses of each witness to be called at trial, including a summary of the anticipated testimony and the expected duration of the witness's testimony. Counsel shall indicate which witnesses are likely to testify and which witnesses will be called only if the need arises. For each expert witness, counsel shall set forth the opinion to be expressed, a summary of the basis of the opinion, and a list of the materials on which the witness intends to rely. Counsel shall also state the area of the witness's expertise and attach a copy of the expert's report and a curriculum vitae.

Any objection to the admissibility of the testimony of any witness must be stated in this section of the Joint Trial Memorandum, along with a brief statement of the grounds and authority supporting the objection, as well as a brief counter-statement from the proponent of the witness regarding admissibility.

NOTE: Witnesses not included in this list shall not be permitted to testify at trial, except for good cause shown. All listed witnesses will be permitted to testify unless there is an express objection stated in the Joint Trial Memorandum to the witness's testimony.

Exhibits: Counsel shall attach a list of all exhibits—including a brief description of their contents—to be offered at trial, except for any exhibits used solely for impeachment. Any objection to the admissibility of any exhibit must be stated in this section of the Joint Trial Memorandum, along with a brief statement of the grounds and authority supporting the objection as well as a brief counter-statement from the proponent of the exhibit regarding admissibility.

The parties shall mark all exhibits numerically with exhibit tags (which will be provided by the Clerk's Office upon request) starting with Plaintiff's Exhibit "1" and Defendant's Exhibit "501." Where there are multiple plaintiffs or defendants, counsel shall coordinate exhibit identification to ensure that exhibit numbers are not duplicated. Copies of the actual exhibits shall be exchanged no later than seven (7) days prior to submission of the Joint Trial Memorandum. **Copies of all exhibits as to which there may be objections must be brought to the Final Pretrial Conference.**

At least three (3) days before trial, counsel shall deliver to Chambers copies of all exhibits placed in a three-ring binder with a copy of the exhibit list at the front of the binder and with each exhibit separately tabbed, and shall deliver to the Courtroom Deputy the original set of exhibits along with an exhibit list. At this time, counsel shall also deliver electronic versions of each exhibit, on CD-ROM or USB drive, with names and file types formatted pursuant to the Court's rules regarding the Jury Evidence Recording System (JERS). Instructions on JERS formatting may be found on the District of Connecticut's web site under

“Courtroom Technology.” It is important for the electronic exhibits to be identical to the physical copies of the exhibits, including the presence of exhibit stickers on the first page of each exhibit.

NOTE: Exhibits not exchanged seven (7) days prior to submission of the Joint Trial Memorandum and exhibits not listed will not be admitted at trial, except for good cause shown and except for any exhibits admitted solely for impeachment. All listed exhibits shall be deemed admissible unless there is an explicit objection stated to the exhibit.

- b. Deposition Testimony: Counsel shall list each witness who is expected to testify by deposition at trial. Such list will include a designation by page references of the deposition transcript that each party proposes to read into evidence. Cross-designations shall be listed as provided by Fed. R. Civ. P. 32(a)(6). The list shall include all objections to deposition designations. A marked-up version of the deposition transcript should also be submitted along with the Joint Trial Memorandum (blue for plaintiff; red for defendant).

NOTE: Objections not stated in the Joint Trial Memorandum will be deemed waived, except for good cause shown.

9. ANTICIPATED EVIDENTIARY PROBLEMS / MOTIONS IN LIMINE: Counsel shall identify any evidentiary problems anticipated by any party and shall separately file with the Clerk of Court and also attach to the Joint Trial Memorandum any motions in limine along with memoranda of law concerning any anticipated evidentiary problems. All memoranda in opposition to any motion in limine must be filed within seven (7) days of the date on which the Joint Trial Memorandum is filed and in no event later than three (3) days before the Final Pretrial Conference. All motions in limine should include as attachments any exhibits or deposition testimony to which they refer.
10. STIPULATIONS OF FACT AND CONCLUSIONS OF LAW: Counsel for both parties shall confer in an effort to enter into a written stipulation of uncontroverted facts and into an agreed statement of the contested issues of fact and law. The stipulation of uncontroverted facts will be accepted by the Court for a bench trial or read to the jury, and no evidence shall be presented on the uncontested facts.
11. BENCH TRIALS: Each party shall submit specific proposed findings of fact necessary to support a judgment in that party’s favor, identifying each witness and/or exhibit as to each factual conclusion. Each party shall also submit proposed conclusions of law, citing the legal authority that supports each claim or defense. Any pre-trial memoranda that any party wishes the Court to consider must be filed no later than seven (7) days prior to the date trial commences. Except by order of the Court, post-trial briefing will not be permitted.
12. JURY TRIALS:

- a. Brief Description of Case and Parties: Counsel shall meet and confer and agree upon a brief description of the case, the parties, and the issues in dispute that the Court may read to proposed jurors at the outset of jury selection. This description should be included in the parties' Joint Trial Memorandum.
 - b. Proposed Voir Dire Questions: Counsel shall attach a list of questions to be submitted to the jury panel as part of the Joint Trial Memorandum, with any supplements no later than 24 hours before jury selection.
 - c. Proposed Jury Instructions: The parties shall meet and confer for the purposes of preparing and filing jury instructions. Counsel shall attach requests for jury instructions, citing relevant legal authority for each proposed instruction. Counsel need only submit case-specific proposed jury instructions and need not submit general jury instructions which, for example, instruct the jury on its role, evidence in general, witness credibility, etc. If any party objects to another party's proposed instruction, counsel must briefly state the nature of the objection and the legal authority supporting the objection.
 - d. Proposed Verdict Form: Counsel shall meet and confer for the purposes of preparing and filing a proposed verdict form and/or special interrogatories. Counsel shall attach proposed verdict forms and any proposed special interrogatories. If the parties are unable to agree as to the appropriateness of a proposed form, counsel for the objecting party must state the basis for the objection and provide an alternative proposal.
13. COURTROOM TECHNOLOGY: Counsel should familiarize themselves and test-run in advance of trial the courtroom's technology system for visual and audio exhibits. Counsel should contact the Courtroom Deputy for any necessary assistance.

Counsel are welcome to contact chambers by email or telephone if they have questions or concerns about the preparation and filing of the Joint Trial Memorandum.