

1 (3/2012)

2 IN THE UNITED STATES DISTRICT COURT  
3 FOR THE NORTHERN DISTRICT OF CALIFORNIA

4 No. CR SI

5 Plaintiff,

**ORDER FOR PRETRIAL PREPARATION**

6 v.

7 Defendant.  
8  
9 \_\_\_\_\_/

10 Good cause appearing, **IT IS HEREBY ORDERED** that:

11 **TRIAL DATE:** On \_\_\_\_\_ at \_\_\_\_\_ Courtroom 10, 19th floor, and will be before the JURY.

12 **TRIAL LENGTH** is estimated to be \_\_\_\_\_ days.

13 **MOTIONS IN LIMINE :**

14 Any party wishing to have motions in limine heard prior to the commencement of trial must file  
15 and serve same no later than **five court days** prior to the date set for the Pretrial Conference. Any party  
16 opposing such a motion in limine shall file and serve its opposition papers no later than **two court days**  
17 prior to the Pretrial Conference (with personal service directly on chambers). No reply papers will be  
18 considered, and the motions will be heard at the Pretrial Conference or at such other time as the Court  
19 may direct.

20 **PRETRIAL CONFERENCE:** A Pretrial Conference **SHALL** be held at \_\_\_\_\_ on \_\_\_\_\_ in Courtroom  
21 10. Not less than **three days** before the Pretrial Conference, counsel for the government **SHALL**:

22 (1) Serve and file a trial memorandum briefly stating the legal bases for the charges and the  
23 anticipated evidence, and addressing any evidentiary, procedural or other anticipated legal issues;

24 (2) Serve and file a list of all witnesses who may be called, together with a brief summary  
25 of the testimony of each;

26 (3) Serve and file proposed jury instructions on all substantive issues and on any procedural  
27 issue not adequately covered by the Court's standard instructions (which are published in the Ninth  
28 Circuit Manual of Model Jury Instructions). Counsel shall deliver to the Courtroom Deputy a copy of  
their proposed jury instructions on a CD/DVD in WordPerfect format;

(4) Serve and lodge a proposed form of verdict and proposed questions for jury voir dire;  
and,

(5) Serve and file exhibit lists; and serve copies of all marked exhibits on all parties. Each  
item **SHALL** be premarked; generally, the government **SHALL** use numbers, the defendant, letters.  
The exhibits **SHOULD NOT** be filed with the Court, only the exhibit lists must be filed with the Court.  
However, counsel shall lodge with the Court two copies of the exhibits in binders the Friday before trial,  
for the Court's use and witnesses use during trial. The original exhibits admitted by the Court shall be  
collected by the Court during trial.

1 Not less than **three days** before the Pretrial Conference, defense counsel **SHALL** comply with  
subparagraphs (3) and (4) above, and, to the extent consistent with the defendant's right to an effective  
defense, with subparagraphs (1), (2) and (5) above.

2 Counsel **SHALL** confer in advance and be prepared to discuss with the Court any anticipated  
3 evidentiary objections and any means for shortening and simplifying the trial (e.g., by stipulating to such  
4 matters as chain of custody, nature of substances, use of the mails, etc.).

5 Counsel should submit an agreed upon set of additional requested voir dire questions to be posed  
6 by the Court. Any voir dire questions on which counsel cannot agree shall be submitted separately. Voir  
7 dire by counsel will not be permitted absent leave of Court.

8 **MOTIONS:** All motions **SHALL** be heard on \_\_\_\_\_ at \_\_\_\_\_ in Courtroom 10, and **SHALL** comply with  
9 Crim. L.R. 47-2. Before filing any motion, counsel for defendant and for the government **SHALL**  
10 confer concerning any matter covered by Crim. L.R. 17.1-1(b), relevant to the case, in particular,  
11 subparagraphs (1) - (3).

12 The party filing any motion or other paper in this case shall show on the first page beneath the  
13 file number which, if any, of the exclusions under 18 U.S.C. § 3161 may be applicable to the action  
14 sought or opposed by the motion or other paper, and his or her calculation of the amount of excludable  
15 time to the hearing date.

16 The party filing an opposition or other paper shall also show on the first page beneath the file  
17 number which, if any, of the exclusions under 18 U.S.C. § 3161 may be applicable to the action sought  
18 or opposed by the motion or other paper, and his or her calculation of the amount of excludable time to  
19 the hearing date. Crim. L.R. 47-2 (c)

20 **COPIES:** Each document filed or lodged with the Court must be accompanied by a **three-hole**  
21 **punched** copy for use in the Judge's chambers. In addition, one copy of the witness and exhibit lists  
22 should be furnished to the court reporter.

23 **TRANSCRIPTS:** If transcripts will be requested during or immediately after trial, arrangements must  
24 be made with the court reporter at least one week before trial commences.

25 ~~United States District Court California~~

26 **CHANGE OF PLEA:** Counsel **SHALL** give prompt notice to the United States Attorney and to the  
27 Court of any intention to change a previously entered not guilty plea.

28 **EXHIBITS:** Upon the conclusion of the trial, the admitted exhibits are filed by the Court. The exhibits  
not admitted are returned to counsel.

Dated: 3/28/12

\_\_\_\_\_  
*Susan Illston*  
\_\_\_\_\_  
SUSAN ILLSTON  
United States District Judge