

1 47-3, as appropriate. Discovery motions shall be accompanied by a declaration establishing a meet-
2 and-confer conference on each and every issue raised.

3 4. **Pretrial Conference:**

4 a. The pretrial conference is set for _____, at **2:00 p.m.**, in
5 Courtroom 9. It shall be attended by the attorneys who will try the case.

6 b. Please file the pretrial conference statement required by Local
7 Rule 17.1-1(b) at least **four calendar days** before the pretrial conference.

8 c. With the pretrial conference statement, counsel shall jointly submit one
9 set of proposed jury instructions, ordered in a logical sequence, together with a table of
10 contents, using the Ninth Circuit Manual where possible. Please also include proposed
11 verdict forms and proposed *voir dire*.

12 5. **Chambers Copies:** Each document filed or lodged with the Court must be
13 accompanied by a chambers copy. **Please** three-hole punch the chambers copy. In addition, one
14 copy of the witness and exhibit lists should be furnished to the court reporter.

15 6. **Change of Plea:** Counsel shall give prompt notice to the United States Attorney and
16 to the Court of any intention to change a previously-entered not-guilty plea. An Application for
17 Permission to Enter a Plea of Guilty must be completed. Please call Dawn Toland at (415) 522-2020
18 to obtain a copy.

19 7. **Exhibits:** Each party is responsible for its exhibits. Upon the conclusion of the trial,
20 each party shall retain its exhibits. Should an appeal be taken, it is each party's responsibility to make
21 arrangements with the Clerk of the Court to file the record on appeal. Please provide the Court with a
22 copy of any photographs and exhibits for use on the bench.

23
24 **IT IS SO ORDERED.**

25
26 Dated: January 4, 2001.

27 _____
28 WILLIAM ALSUP
UNITED STATES DISTRICT JUDGE