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UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA

,
Plaintiff,
v.
,
Defendant.
_____ /

Case No. C CW
MINUTE ORDER AND CASE
MANAGEMENT ORDER

Clerk: Nichole Peric Reporter:
Plaintiff Attorney:
Defendant Attorney:

A case management conference was held on: . The Case Management Statement and Proposed Order filed by the parties is hereby adopted by the Court as the Case Management Order for the case, except as may be noted below. The Court's standard Order for Pretrial Preparation, distributed at the conference, also applies.

The case is hereby referred to the following ADR process:
Non-binding Arbitration: [] Early Neutral Evaluation: []
Court-connected mediation: [] Private mediation: []
Magistrate Judge settlement conference: []
ADR session to be held by: _____
(or as soon thereafter as is convenient to the mediator's schedule)

Deadline to add additional parties or claims: _____
Date of next case management conference: _____

Completion of Fact Discovery: _____
Disclosure of identities and reports of expert witnesses: _____
Completion of Expert Discovery: _____

Further case management conference, and all case-dispositive motions, to be heard at 2:30 P.M. on or before: _____
Final Pretrial Conference at 2:30 P.M. on: _____
A ___ day Jury/Bench Trial will begin at 8:30 A.M. on: _____

1 **Discovery disputes** will be referred to a Magistrate Judge. After
2 the parties have met and conferred, the parties shall prepare a
3 joint letter of not more than 8 pages explaining the dispute. Up
4 to 12 pages of attachments may be added. The joint letter must be
5 electronically filed under the Civil Events category of "Motions
6 and Related Filings >Motions-- General > Discovery Letter Brief."
7 The Magistrate Judge to whom the matter is assigned will advise the
8 parties of how that Judge intends to proceed. The Magistrate Judge
9 may issue a ruling, order more formal briefing, or set a telephone
10 conference or a hearing. After a Magistrate Judge has been
11 assigned, all further discovery matters shall be filed pursuant to
12 that Judge's procedures.

13 **Motions for Summary Judgment:** Absent permission from the Court, all
14 case-dispositive motions in a case will be briefed and heard
15 together, on the case-dispositive motion hearing cut-off date, or
16 on an earlier available date agreed to by the parties. Multiple
17 parties should file joint briefs if possible. If Plaintiffs wish
18 to file a motion for summary judgment, they shall do so 6 weeks
19 before the cut-off date. If Defendants wish to file a cross-motion
20 as well as an opposition to the motion, any cross-motion shall be
21 contained within the opposition to the motion, which may contain up
22 to 25 pages in total, and shall be filed 14 days after the filing
23 of the motion. The reply to the motion shall include the
24 opposition to any cross-motion, may contain up to 15 pages in
25 total, and shall be filed 7 days after the filing of the
26 opposition. A reply to any cross-motion may contain up to 15
27 pages, and shall be filed 7 days after the filing of the
28 opposition. If Plaintiffs do not file a motion for summary
judgment, Defendants may file one 5 weeks before the case-
dispositive motion hearing cut-off date and the schedule in Local
Rule 7-3 shall apply. Courtesy copies of multi-page exhibits for
chambers should be clearly marked with tabbed dividers.

20 **Civil motion calendar** is conducted on Tuesdays at 2:30 p.m. Parties
21 need not reserve a hearing date for civil motions; however, parties
22 must check the legal newspapers or the Court's website at
23 www.cand.uscourts.gov for unavailable dates.

23 **A Further Case Management Conference** will be held on the case-
24 dispositive motion hearing cut-off date, whether or not dispositive
25 motions are filed.

25 Dated:

26
27 _____
28 CLAUDIA WILKEN
United States District Judge

ORDER FOR PRETRIAL PREPARATION

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PRETRIAL CONFERENCE

1. Not less than 28 days prior to the pretrial conference, counsel shall exchange (but not file or lodge) the papers described in Civil L.R. 16-10(b)(7),(8),(9), and (10), and their motions in limine.

2. At least 21 days before the final pretrial conference, lead counsel who will try the case shall meet and confer with respect to:

(a) Preparation and content of the joint pretrial conference statement;

(b) Resolution of any differences between the parties regarding the preparation and content of the joint pretrial conference statement and the preparation and exchange of pretrial materials to be served and lodged pursuant to this Order for Pretrial Preparation. To the extent such differences are not resolved, the parties will present the issues in the pretrial conference statement so that the judge may rule on the matter during the pretrial conference; and

(c) Settlement of the action.

3. Not less than 14 days prior to the pretrial conference, counsel shall submit the following.

(a) Pretrial Conference Statement. The parties shall file a joint pretrial conference statement containing the following information:

(1) The Action.

(A) Substance of the Action. A brief description of the substance of claims and defenses which remain to be decided.

1 (B) Relief Prayed. A detailed statement of all the
2 relief claimed, particularly itemizing all elements of damages
3 claimed.

4 (2) The Factual Basis of the Action.

5 (A) Undisputed Facts. A plain and concise statement of
6 all relevant facts not reasonably disputed.

7 (B) Disputed Factual Issues. A plain and concise
8 statement of all disputed factual issues which remain to be
9 decided.

10 (C) Agreed Statement. A statement assessing whether
11 all or part of the action may be presented upon an agreed
12 statement of facts.

13 (D) Stipulations. A statement of stipulations
14 requested or proposed for pretrial or trial purposes.

15 (3) Disputed Legal Issues. Without extended legal
16 argument, a concise statement of each disputed point of law
17 concerning liability or relief.

18 (4) Further Discovery or Motions. A statement of all
19 remaining discovery or motions.

20 (5) Trial Alternatives and Options.

21 (A) Settlement Discussions. A statement summarizing
22 the status of settlement negotiations and indicating whether
23 further negotiations are likely to be productive.

24 (B) Consent to Trial Before a Magistrate Judge. A
25 statement whether the parties consent to a court or jury trial
26 before a magistrate judge, with appeal directly to the Ninth
27 Circuit.

28 (C) Bifurcation, Separate Trial of Issues. A statement

1 of whether bifurcation or a separate trial of specific issues is
2 feasible and desired.

3 (6) Miscellaneous. Any other subjects relevant to the
4 trial of the action, or material to its just, speedy and
5 inexpensive determination.

6 (b) Exhibit List and Objections. The exhibit list
7 shall list each proposed exhibit by its number (see Civil L.R. 30-
8 2(b)), description, and sponsoring witness, followed by blanks to
9 accommodate the date on which it is marked for identification and
10 the date on which it is admitted into evidence. **No party shall be**
11 **permitted to offer any exhibit in its case-in-chief that is not**
12 **disclosed in its exhibit list without leave of the Court for good**
13 **cause shown.** Parties shall also deliver a set of premarked
14 exhibits to the Courtroom Deputy. The exhibit markers shall each
15 contain the name and number of the case, the number of the
16 exhibit, and blanks to accommodate the date admitted and the
17 Deputy Clerk's initials. (Appropriate sample forms are available
18 on the Court's website at www.cand.uscourts.gov). Any objections
19 to exhibits which remain after the pretrial meeting shall be
20 indicated in the pretrial statement.

21 (c) Witness List. In addition to the requirements of
22 FR Civ P 26(a)(3)(A), a brief statement describing the substance of
23 the testimony to be given by each witness who may be called at
24 trial. **No party shall be permitted to call any witness in its**
25 **case-in-chief who is not disclosed in its pretrial statement**
26 **without leave of Court for good cause shown.**

27 (d) Use of Discovery Responses. In addition to the
28 requirements of FR Civ P 26(a)(3)(B), a designation of any excerpts

1 from interrogatory answers or from responses for admissions
2 intended to be offered at trial. Counsel shall indicate any
3 objections to use of these materials and that counsel have
4 conferred respecting such objections.

5 (e) Trial briefs. Briefs on all significant disputed
6 issues of law, including foreseeable procedural and evidentiary
7 issues, which remain after the pretrial meeting.

8 (f) Motions in Limine. Any motions in limine that
9 could not be settled at the pretrial meeting shall be filed with
10 the pretrial statement. All motions in limine shall be contained
11 within one document, limited to 25 pages pursuant to Civil L.R. 7-
12 2(b), with each motion listed as a subheading. Opposition to the
13 motions in limine shall be contained within one document, limited
14 to 25 pages, with corresponding subheadings, and filed seven (7)
15 days thereafter.

16 (g) Joint Proposed Voir Dire. The attached voir dire
17 questionnaire will be given to the venire members, and copies of
18 the responses will be made available to counsel at the beginning
19 of voir dire. Counsel may submit a set of additional requested
20 voir dire, to be included in the questionnaire or posed by the
21 Court, to which they have agreed at the pretrial meeting. Any
22 voir dire questions on which counsel cannot agree shall be
23 submitted separately. Counsel may be allowed brief follow-up voir
24 dire after the Court's questioning.

25 (h) Joint Proposed Jury Instructions. As applicable,
26 jury instructions §1.1A, §1.1C, §1.2 through §1.17, §1.19, §2.1
27 through §2.13, §3.1 through §3.3 from the Manual of Model Civil
28 Jury Instructions for the Ninth Circuit (most recent edition) will

1 be given absent objection. Counsel shall jointly submit one set
2 of additional proposed jury instructions, to which they have
3 agreed at the pretrial meeting. The instructions shall be ordered
4 in a logical sequence, together with a table of contents. Any
5 instruction on which counsel cannot agree shall be marked as
6 "disputed," and shall be included within the jointly submitted
7 instructions and accompanying table of contents, in the place
8 where the party proposing the instruction believes it should be
9 given. Argument and authority for and against each disputed
10 instruction shall be included as part of the joint submission, on
11 separate pages directly following the disputed instruction.

12 The parties shall email to cwpo@cand.uscourts.gov a copy of
13 their proposed jury instructions in WordPerfect or Word format.
14 The subject of the email should include the name of the parties,
15 the case number and a description of the document.

16 (i) Proposed Verdict Forms, Joint or Separate.

17 (j) Proposed Findings of Fact and Conclusions of Law
18 (Court Trial only). The Court requests that the parties hyperlink
19 each proposed Finding of Fact to any supporting evidence. The
20 parties shall email to cwpo@cand.uscourts.gov a copy of their
21 proposed findings of fact and conclusions of law in WordPerfect or
22 Word format. The subject of the email should include the name of
23 the parties, the case number and a description of the document.

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1 JURY SELECTION

2 The Jury Commissioner will summon 20 to 25 prospective
3 jurors. The Courtroom Deputy will select their names at random
4 and seat them in the courtroom in the order in which their names
5 are called. Copies of their questionnaires will be provided to
6 counsel.

7 Voir dire will be asked of sufficient venire persons so that
8 eight (or more for a lengthy trial) will remain after all
9 peremptory challenges and an anticipated number of hardship
10 dismissals and cause challenges have been made.

11 The Court will then take cause challenges, and discuss
12 hardship claims from the individual jurors, outside the presence
13 of the venire. The Court will inform the attorneys which hardship
14 claims and cause challenges will be granted, but will not announce
15 those dismissals until the process is completed. Each side may
16 then list in writing up to three peremptory challenges. The
17 attorneys will review each other's lists and then submit them to
18 the Courtroom Deputy.

19 Then, from the list of jurors in numerical order, the Court
20 will strike the persons with meritorious hardships, those excused
21 for cause, and those challenged peremptorily, and call the first
22 eight people in numerical sequence remaining. Those people will
23 be the jury.

24 All jurors remaining at the close of the case will
25 deliberate. There are no alternates.
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SANCTIONS

Failure to comply with this Order is cause for sanctions under Federal Rule of Civil Procedure 16(f).

IT IS SO ORDERED.

Dated:

CLAUDIA WILKEN
UNITED STATES DISTRICT JUDGE

JUROR QUESTIONNAIRE

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Please fill out this form as completely as possible and print clearly. Since we want to make copies for the attorneys and the Court, do not write on the back of any page. If you need more room, continue at the bottom of the page. Thank you for your cooperation.

1. Your name: _____

2. Your age: _____

3 The city where you live: _____

How long have you lived there: _____

4. Your place of birth: _____

5. Do you rent or own your own home? _____

6. Your marital status: (circle one)

single married live with partner separated divorced widowed

7. What is your occupation, and how long have you worked in it?

(If you are retired, please describe your main occupation when you were working).

8. Who is (or was) your employer?

9. How long have you worked for this employer? _____

10. Please list the occupations of any adults with whom you live.

11. If you have children, please list their ages and sex and, if they are employed, please give their occupations.

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12. Please describe your educational background:
Highest grade completed: _____
College and/or vocational schools you have attended:
Major areas of study: _____

13. Have you ever served on a jury before? _____ How many
times? _____
If yes: State/County Court _____ Federal Court _____
When? _____
Was it a civil or criminal case? _____
Did the jury(ies) reach a verdict? _____

14. Attached is a list of the parties in this case, the law firms
representing the parties, attorneys in this case, and persons who
are potential witnesses in this case. Do you know, or think you
know, any of the persons listed?
Yes: _____ No: _____
If so, make a check next to their name.