

STANDING ORDER ON CIVIL PROCEDURES

MICHAEL R. BARRETT
UNITED STATES DISTRICT JUDGE
SOUTHERN DISTRICT OF OHIO
WESTERN DIVISION AT CINCINNATI

I. PRETRIAL PROCEDURE

A. Discovery Conference, Joint Discovery Plan and Mandatory Disclosure¹

1. Discovery Conference

As soon as all counsel are identified, all counsel shall agree on a date for the discovery conference required by Fed. R. Civ. P. 26(f).

2. Joint Discovery Plan²

Following the discovery conference, the parties shall file the discovery plan required by Fed. R. Civ. P. 26(f). The parties shall use the required Joint Discovery Plan form, which can be found at ohsd.uscourts.gov/FPbarrett.

3. Mandatory Disclosure

Unless otherwise agreed in the discovery plan, the parties shall make the disclosures required by Fed. R. Civ. P. 26(a)(1) within fourteen (14) days after the discovery conference.

B. Preliminary Pretrial Conference

The Court will schedule a Preliminary Pretrial Conference to occur within sixty (60) days of the date when all counsel are identified. Generally, this conference will be conducted by telephone, unless otherwise noted in the pretrial notice. The conference will deal with the following matters, wherever applicable:

¹ Under Fed. R. Civ. P. 26(a)(1)(B), the following categories of cases are exempt from the requirements for a discovery conference, a discovery plan, and mandatory disclosure: (i) an action for review on an administrative record (*e.g.* Social Security and certain ERISA cases), (ii) a forfeiture action in rem arising from a federal statute; (iii) a petition for habeas corpus or any other proceeding to challenge a criminal conviction or sentence; (iv) an action brought without an attorney by a person in the custody of the United States, a state, or a state subdivision; (v) an action to enforce or quash an administrative summons or subpoena; (vi) an action by the United States to recover benefit payments; (vii) an action by the United States to collect on a student loan guaranteed by the United States; (viii) a proceeding ancillary to a proceeding in another court; and (ix) an action to enforce an arbitration award.

² Attorneys can obtain all the pretrial procedures and forms used by visiting ohsd.uscourts.gov/FPbarrett. Attorneys lacking internet access can contact the Court's Courtroom Deputy, Krista Zeller.

1. What are the essential facts and legal claims at issue from each party's perspective?
2. What will be involved in discovery and how much time will be required for it? A calendar will be established. This Court's general rule is to permit six (6) months of discovery in most cases.
3. Will there be expert witnesses, and, if so, what dates should be established for the disclosure of expert witnesses?
The Court's usual practice is to require the disclosure of plaintiff's experts with their reports 30 to 45 days before the defendant is required to disclose experts. See Fed. R. Civ. P. 26(a)(2).
4. How many days will it take to try the case?

C. Counsel Not Admitted in the Southern District

Counsel admitted to practice before the highest court of any state may move to be admitted in the Southern District of Ohio for purposes of appearance in a specific case. Counsel must attach to the motion for admission *pro hac vice* a Certificate of Good Standing issued by the highest court of any state, and the appropriate filing fees. See S.D. Ohio Civ. R. 83.3(e). Permission will be conditional only and may be withdrawn at any time. See *Leis v. Flynt*, 439 U.S. 438 (1979).

Counsel admitted *pro hac vice* shall obtain local counsel who is familiar with the procedures in the Southern District of Ohio. Counsel admitted *pro hac vice* are also expected to familiarize themselves with, and to follow, the Southern District of Ohio Civil Rules, as well as all standing orders of this Court.

The order granting admission *pro hac vice* is conditioned upon counsel's registration and participation in the Court's electronic filing system.

D. Discovery

THIS COURT DOES NOT PERMIT DISCOVERY MOTIONS (*e.g.*, motions to compel or motions for protective order regarding discovery disputes) unless and until counsel use the following procedure: Counsel must first attempt to resolve disputes by extrajudicial means (required by S.D. Ohio Civ. R. 37.1). This Court defines extrajudicial means as attempts to resolve the matter both in writing and telephonically. If counsel are unable to resolve the dispute between themselves, then they must contact the Court's Courtroom Deputy, Krista Zeller either by telephone (513-564-7660) or by email (barrett_chambers@ohsd.uscourts.gov), and a telephone conference with all counsel and the Court will be scheduled as soon as possible.

The deadline for discovery will be set in the Scheduling Order. Discovery requests must be made at such time that responses thereto are due before the discovery deadline. For example, if the time for response to a discovery request under the appropriate rule is thirty (30) days, the discovery request must be made at least thirty (30) days before the discovery deadline.

Counsel, by agreement, may continue discovery beyond the deadline. In that case, no supervision of or intervention in the continued discovery will be made by the Court unless there is a showing of extreme prejudice. No other dates will be vacated or modified as a result of information acquired during continued discovery.

NEITHER COUNSEL NOR THE PARTIES SHALL PRESUME THAT A PENDING MOTION RELIEVES THEM OF THEIR OBLIGATION TO CONDUCT DISCOVERY WITHIN THE DEADLINES SET FORTH BY THE CASE SCHEDULE.

E. Proposed Protective Orders

If the parties deem that a protective order is necessary, they must submit a joint proposed protective order to the Court. The proposed protective order must be in compliance with *Procter & Gamble Co. v. Bankers Trust Co.*, 78 F.3d 219 (6th Cir. 1996), and must indicate that the Court, not the parties, determines which documents may be filed under seal.³ Proposed protective orders should be submitted by email to the Court at Barrett_Chambers@ohsd.uscourts.gov.

Should the parties wish to utilize the protective order template available on the website of the Southern District of Ohio, they should be mindful to modify Paragraph 12 in accordance with Subsection D of this Standing Order, *supra*.⁴

³The following language is acceptable:

This Protective Order does not authorize filing protected materials under seal. No document may be filed with the Court under seal without prior permission as to each such filing, upon motion and for good cause shown, including the legal basis for filing under seal. See *Procter & Gamble Co. v. Bankers Trust Co.*, 78 F.3d 219 (6th Cir. 1996). Unless the Court orders otherwise, all sealed documents shall be filed according to S.D. Ohio Civ. R. 79.3.

⁴ The following language is acceptable:

In the event of a disagreement that cannot be resolved by extrajudicial means, then the designating person or entity shall contact the Court to schedule a discovery dispute conference.

F. Motions

Where, in any motion or related brief filed with this Court, counsel wishes to refer to a document or exhibit, an identical copy of which has already been filed in the case at issue, counsel shall refer to the earliest filed version of that document or exhibit, using the method of citation described below, rather than filing an additional copy of the document or exhibit as a new exhibit to the motion or brief.

Except for good cause shown or where the deposition previously has been filed in the case at issue, each deposition cited in any dispositive motion or related brief must be filed: (a) in its entirety; (b) as a separate document; and (c) contemporaneously with the filing of said motion or brief. Where the cited deposition previously has been filed, counsel must cite to that version of the deposition using the method of citation described below in any subsequently filed motion or brief.

In every motion and related brief, citations to documents and exhibits previously filed with the Court must include the CM/ECF document number and, where applicable, pinpoint citations using the PageID number. Counsel also may choose to include an abbreviated title for the cited document or exhibit. For example, a citation might read “Smith Dep. at ##, Doc. ## at PageID ###” or “Doc. ##, PageID ###.”

Other than motions required by law to be set for a hearing, with notice given to all counsel, and motions upon which a specific request for a hearing has been made and granted by the Court, all motions shall be submitted without oral argument on the memoranda filed with the Clerk, on the schedule set forth in S.D. Ohio Civ. R. 7.2, unless otherwise ordered.

THE COURT REQUIRES ALL COUNSEL TO SUBMIT A HARD COPY TO CHAMBERS OF ANY DISPOSITIVE MOTIONS, OPPOSITIONS AND REPLIES WHICH ARE IN EXCESS OF 20 PAGES (INCLUDING ATTACHMENTS). THESE SUBMISSIONS MUST CONTAIN ALL RELATED ATTACHMENTS.

For every such motion, counsel shall submit a proposed order by email to barrett_chambers@ohsd.uscourts.gov.

G. Limitations on Briefs and Memoranda

BRIEFS AND/OR MEMORANDA IN SUPPORT OF OR IN OPPOSITION TO ANY MOTION IN THIS COURT SHALL NOT EXCEED TWENTY PAGES WITHOUT FIRST OBTAINING LEAVE OF COURT. A motion for leave must set forth the reasons excess pages are required and the number of pages sought.

If leave of Court is granted, counsel must include: (1) a table of contents indicating the main sections of the memorandum, the arguments made in each section, and the pages on which each section and subsection may be found; and (2) a succinct, clear, and accurate summary not to exceed five pages of the principal arguments made and citations to the primary authorities relied upon in the memorandum. All briefs and memoranda shall comply with the formal requirements of S.D. Ohio Civ. R. 7.2.

In the spirit of compliance with the rules, all briefs and memoranda shall comport with the following:

1. One-inch margins top, bottom, left and right.
2. Main body of text a minimum of 12-point font and footnotes in 10-point font.
3. Citations to be in main body of text and not in footnotes.

H. Settlement Conference

1. Settlement Authority

In an effort to encourage settlements, the Court may schedule a settlement conference at any time. Counsel also may request that a conference be scheduled at any time when it appears such a conference would be fruitful.

ATTORNEYS ATTENDING SETTLEMENT CONFERENCES MUST BRING THE PARTY, PRINCIPAL, OR AGENT WITH FULL SETTLEMENT AUTHORITY. By full settlement authority, the Court means the person or persons attending must possess the independent authority to make necessary financial and settlement decisions.

2. Ex Parte Settlement Letters

Each party must prepare and submit a detailed *ex parte* letter—no longer than five (5) pages—to the Court seven (7) days prior to the conference. The letters should contain the parties' positions, a synopsis of the case, and the status of any settlement negotiations to date. The letters may be delivered to Chambers or emailed to barrett_chambers@ohsd.uscourts.gov. The letters will be held in confidence by the Court, should not be filed with the Clerk's Office, and may be, but do not have to be, exchanged with opposing counsel.

I. Final Pretrial Conference

Approximately thirty (30) days prior to the scheduled trial date, a Final Pretrial Conference will be held. At least seven (7) days prior to the Final Pretrial Conference, counsel shall submit a jointly prepared Final Pretrial Order by email to

barrett_chambers@ohsd.uscourts.gov. This statement should not be filed with the Clerk's office. The required form is available at ohsd.uscourts.gov/FPbarrett. Attorneys lacking internet access can contact the Court's Courtroom Deputy, Krista Zeller.

Additionally, counsel will submit a joint statement of the case to be read by Judge Barrett to the jury at *voir dire*. This statement shall be emailed to Chambers at barrett_chambers@ohsd.uscourts.gov, no later than three (3) days prior to the commencement of trial.

All trial counsel must be present at the Final Pretrial Conference. If no formal settlement conference has been held previously, attorneys must bring the party, principal, or agent with full settlement authority to the Final Pretrial Conference.

In the event that counsel agree to submit the entire case on cross motions for summary judgment, the Final Pretrial Conference and trial dates will be vacated.

J. Trial Assignments - Trailing Docket

The Court utilizes a modified trialing docket. Multiple cases will be scheduled for trial during each setting. Criminal cases may also be scheduled and will take precedence under the Federal Speedy Trial Act. As to civil cases, the Court will determine which case shall proceed. If your case does not proceed, it will be rescheduled. If your case settles, you must immediately notify the Court.

NOTE: Should a case settle after 12:00 p.m. on the business day immediately preceding the scheduled trial date, the Court may assess against either or both parties the costs of summoning a jury. A case will be considered settled for the purposes of this provision when notice thereof is given to the Court. A hearing may be held before such costs are assessed, if requested by the parties.

If, for any reason, counsel wish to have their case advanced for trial to the earliest available date, they may contact the Courtroom Deputy to be placed on a standby list. Should any trial setting be vacated by a settlement or continuance of other trials, counsel would be contacted to determine whether they wish to utilize the newly available time slot.

K. Witnesses

1. Lay Witnesses

Each party shall disclose to opposing counsel the names of all lay witnesses on the date set forth in the Court's Preliminary Pretrial Order.

2. Expert Witnesses

a. Disclosure

Each party shall disclose to opposing counsel, pursuant to Fed. R. Civ. P. 26(a)(2), the identity of all expert witnesses on the dates set forth in the Court's Calendar Order. No disclosure may list more than five (5) experts without specific Court permission.

b. Use at Trial

The Court generally permits the parties to briefly qualify their experts at trial. Opposing counsel may *voir dire* any such witness if his or her expertise is questioned.

L. Deadlines

Parties are reminded that all deadlines set forth in this Order, in the Calendar Order, in the Final Pretrial Order, and in any other Order issued by this Court are firm deadlines. The parties **SHALL** file all required documents by the dates set forth in these Orders unless prior approval of the Court for filing on a later date has been obtained. The Court can and will impose sanctions, including monetary sanctions, for failure to meet these deadlines.

If a motion for an extension of time is filed, such motion shall include whether the opposing party consents to the extension.

M. Attorney Fees

The parties may stipulate the amount of attorney fees due to counsel. In the absence of a stipulation, counsel shall submit a motion and affidavit reflecting the reasonable attorney fees and expenses in this matter. Each activity to be reimbursed should be listed, together with date, the number of hours or portion thereof and the nature of the activity. Pursuant to S.D. Ohio Civ. R. 54.2, counsel shall have forty-five (45) days after the entry of judgment to file the motion for fees.

II. TRIAL PRACTICE

Conduct of counsel during all Court appearances will be governed by the following instructions:

A. Counsel Tables

The parties will occupy the counsel table designated by the Court's Courtroom Deputy before the opening of the first session of the trial.

B. Court Sessions

Under ordinary circumstances, proceedings in trials expected to last no more than two weeks will be held Monday through Friday.

Trial hours are generally 9:00 a.m. to 12:30 and 2:00 p.m. to 5:00 p.m., with fifteen-minute breaks in the morning and the afternoon.

The parties and all counsel shall be present at counsel tables at all sessions before the jury is brought into the courtroom, and will remain at counsel tables until after the jury leaves the courtroom at the end of all sessions. The parties and counsel will stand upon the entrance and exit of the jury.

Counsel and the parties shall be present in the courtroom thirty (30) minutes before Court convenes every day. The purpose of this requirement is to resolve any problems that may arise during the course of a trial. If counsel need to bring anything to the Court's attention, they should contact the Court's Courtroom Deputy or Law Clerk before 8:30 a.m. so that the Court can resolve the matter before the jury is brought into the courtroom. Counsel should also be readily available for conferences during recesses. Please keep the Courtroom Deputy informed as to where you may be located in the event the Court needs to find you quickly.

C. Courtroom Equipment

Judge Barrett's courtroom, Room 109, is ADA compliant and has audio- and video-conferencing capabilities. The courtroom is equipped with a visualizer and wireless internet with laptop connections. Counsel are responsible for operating any audiovisual devices that they wish to use. Counsel who are unfamiliar with how to operate the equipment should contact Krista Zeller, the Courtroom Deputy, prior to trial for a tutorial.

D. Addresses by Counsel

Counsel will address the Court and the jury in the following manner:

1. *Voir dire* examination, opening statements and closing arguments will be conducted from the lectern facing the jury.
2. Unless otherwise instructed, counsel shall stand when addressing the Court for any reason.

E. Decorum

Colloquy or argument between counsel shall not be permitted. All remarks shall be addressed to the Court.

Appearance, mannerisms, or habits that are designed to arouse the sympathy or prejudice of the jury are an impediment to an impartial trial and will not be permitted.

During a trial, counsel shall not exhibit familiarity with witnesses, jurors, or opposing counsel and shall avoid the use of first names.

During opening statements and final arguments, all persons at counsel table shall remain seated and be respectful so as not to divert the attention of the Court or the jury.

Do not ask the court reporter to mark testimony. All requests for re-reading of questions or answers shall be addressed to the Court.

F. *Voir Dire* Examination

The whole panel of prospective jurors (*i.e.*, those in the jury box and those seated in the rear of the courtroom) will be examined in one continuous examination.

Counsel will be provided with a list of the prospective jurors prior to the commencement of trial. Counsel can contact the Jury Commissioner, Jennifer Webster, three (3) days before trial at 513-564-7517 to obtain the juror questionnaire forms.

Additionally, each prospective juror will be assigned a seat number and given a corresponding index card. During jury selection, Counsel shall refer to prospective jurors by that seat number and not by name.

In most cases, eight (8) prospective jurors will be seated in the jury box.⁵ In cases expected to last less than two (2) weeks, the Court recommends that the parties be allocated four (4) peremptory challenges.

⁵ Pursuant to Fed. R. Civ. P. 48, unless the parties stipulate otherwise, the verdict shall be unanimously reached by a jury of at least six (6) members.

The Court will conduct a preliminary *voir dire* examination and counsel may supplement the Court's examination.

Background information is contained in juror questionnaire forms which are on file in the Clerk's Office. Counsel should examine these questionnaires prior to the commencement of trial. Counsel may inquire regarding any omission in a juror's answer to the juror questionnaire or regarding information contained in the juror questionnaire. Counsel must return juror questionnaire forms to the Jury Commissioner.

G. Challenges for Cause

The entire panel will be subject to challenge for cause (*i.e.*, jurors seated in the jury box and in the rear of the courtroom). Challenges for cause will be exercised outside of the presence of the jury (either in a conference room or at sidebar).

H. Peremptory Challenges

The parties will exercise their peremptory challenges alternately with the plaintiff exercising the first challenge. Subject to discussion with counsel, if either party "passes," the challenge will be counted as used. If both parties pass on a particular round, the preemptory challenges may be deemed concluded. Peremptory challenges will be exercised outside of the presence of the jury (either in a conference room or at sidebar). Any prospective juror on the panel may be so challenged. Challenges to the manner in which an opposing party has exercised peremptory challenges (*e.g.*, a *Batson* argument that a party's challenges are racially discriminatory) shall be made before the jury is sworn and before the extra venire persons are excused; otherwise, they are waived.

At the conclusion of the peremptory challenges, the Court's Courtroom Deputy will announce the composition of the jury, which shall be the first eight remaining on the list.

I. Jury Instructions & Verdict Form

Counsel are required to provide jury instructions to the Court only on the issues of the law applicable to the claims made and on damages. Counsel also shall provide proposed juror interrogatories and verdict forms. Boilerplate instructions on issues such credibility of witnesses, etc., need not be submitted.

If there are no dispositive motions pending, then the Jury Instructions, including interrogatories and special verdict forms, shall be submitted by email, in Microsoft Word format, to barrett_chambers@ohsd.uscourts.gov contemporaneously with the submission of Proposed Final Pretrial Order, which is due at least seven (7) days prior to the Final Pretrial Conference.

If there are pending dispositive motions, then the preliminary Jury Instructions, including interrogatories and special verdict forms, shall be submitted by email, in Microsoft Word format, to barrett_chambers@ohsd.uscourts.gov at least fourteen (14) days prior to the commencement of trial.

In addition, all of the above shall be electronically filed in the Clerk's Office contemporaneously with the submission to Chambers. There is reserved to counsel the right to submit supplemental requests for instructions during trial, or at the conclusion of the evidence, but only on matters that cannot be reasonably anticipated.

THE PARTIES SHALL SUBMIT JOINT INSTRUCTIONS IN THE MANNER SET FORTH IN THE EXAMPLE ATTACHED TO THE FINAL PRETRIAL ORDER FORM.

A request for special instructions must be filed with the Clerk prior to presentation to the Court.

In diversity and other cases where Ohio law provides the rules of decision, use of Ohio Jury Instructions (OJI) as to all issues of substantive law is required. As to all other issues, and as to all issues of substantive law where Ohio law does not control, counsel should use:

1. United States Supreme Court case law;
2. Sixth Circuit case law;
3. Federal Jury Practice and Instruction by O'Malley, Grenig & Lee; or
4. Any pattern jury instructions published by a federal court (care should be taken to make certain substantive instructions on federal questions conform to Sixth Circuit case law).

J. Examination of Witnesses

Counsel shall generally conduct their examination from the lectern.

When a party has more than one attorney, only one may conduct the direct or cross-examination of a given witness.

Counsel shall not approach a witness without asking the permission of the Court. When permission is granted for the purpose of working with an exhibit, counsel should resume the examination from the lectern when finished with the exhibit. In most cases, the courtroom deputy will place exhibits before the witness.

The judiciary's privacy policy restricts the publication of certain personal data in documents filed with the court. The policy requires limiting Social Security and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year. For criminal cases, also limit home addresses to city and state. However, if such information is elicited during testimony or other court proceedings, it will become available to the public when the official transcript is filed at the courthouse unless, and until, it is redacted. The better practice is for you to avoid introducing this information into the record in the first place. Please take this into account when questioning witnesses or making other statements in court. If a restricted item is mentioned in court, you may ask to have it stricken from the record or partially redacted to conform to the privacy policy by following the procedures set forth in the Judicial Conference policy on electronic availability of transcripts of court proceedings, or the court may do so on its own motion. The policy is located at ohsd.uscourts.gov/ohio-southern-district-forms.

K. Doctors and Other Professional Witnesses

It is the Court's position that treating physicians are not expert witnesses to the extent that they are called as fact witnesses. If, however, a treating physician gives a prognosis, then he will be deemed an expert.

The Court will attempt to cooperate with doctors and other professional witnesses and will, to the extent practicable, accommodate their schedules by permitting them to testify out of order. Counsel should try to anticipate any such difficulty and reach an agreement, wherever possible, to achieve a minimum of disruption to both the trial and the witness's schedules.

Irreconcilable conflicts shall be brought to the attention of the Court as soon as counsel become aware of the problem.

L. Objections

Counsel will stand when making an objection and will make the objection directly and only to the Court.

When objecting, state only that you are objecting and if requested by the Court, state the grounds. Objections shall not be used for the purpose of making speeches, repeating testimony, or attempting to guide a witness or influence the jury.

Argument upon an objection will not be heard unless permission is given or argument is requested by the Court. Either counsel may request a bench conference.

M. Exhibits

COUNSEL ARE REQUIRED TO LIST ALL EXHIBITS IN THE FINAL PRETRIAL ORDER.

All exhibits will be assembled, marked, and placed in three-ring binders. An index to the exhibits shall be in the front of each binder. If the parties have agreed upon joint exhibits, the parties shall submit a joint exhibit binder consistent with these instructions. Exhibits shall be marked as listed in the Joint Proposed Final Pretrial Order, with each exhibit bearing an exhibit sticker and with the same exhibit designation on a tab extended beyond the binder on the right-hand side. Each page of a multi-page exhibit shall be numbered with a distinctive number (e.g., as applied by a BATES numbering machine).

Plaintiff's exhibits shall be marked as PX# and Defendant's exhibits shall be marked as DX#. Counsel must use Arabic numbers. Exhibit markers should be attached to all exhibits at the time they are shown to opposing counsel during the preparation of the pretrial order. A supply of marking tags for exhibits may be obtained from the Clerk's Office. They should be attached to the lower right-hand corner whenever possible.

When defendant's exhibits exceed fifty-two (52) in number, defendant shall promptly advise opposing counsel. In such event, all exhibits will be sequentially numbered as follows: plaintiff's exhibits will be designated by Arabic numerals 1-999 (e.g. PX-1); defendant's exhibits will be designated by numerals 1000-1999 (e.g. DX-1000); and joint exhibits will be designated by numerals 2000-2999 (e.g. JX-2000).

Joint exhibits are encouraged. If the parties have not submitted joint exhibits, then they must prepare jointly a cross-referenced index of plaintiff's and defendant's exhibits that are the same. This index is due seven (7) days before trial.

Except for good cause shown, the Court will not permit the introduction of any exhibits unless they have been listed in the pretrial order, with the exception of exhibits to be used solely for the purpose of impeachment.

Exhibit lists shall be in the form set forth in the example attached to the Final Pretrial Order form.

Three sets of each party's exhibits shall be delivered to Chambers at least three (3) days prior to the commencement of trial; this includes one original, one physical copy, and one electronic copy.

If any sketches, models, diagrams, etc. will be used during trial or in argument, they must be exhibited to opposing counsel not later than the day before trial. Demonstrative

evidence prepared solely for the purpose of final argument shall be displayed to opposing counsel at the earliest possible time, but in no event later than one-half hour before the commencement of the arguments.

Exhibits deposited with the Court's Courtroom Deputy and appropriately marked may be used by any party at trial.

Each party should offer its exhibits into evidence as they are sought to be used at trial. An exhibit to be examined or displayed to the jury must be offered and admitted prior to examination or display. The admissibility of all exhibits referred to during trial and offered by the parties will be ruled upon by the Court at the time that they are identified. Either side may offer any marked exhibit regardless of which party marked it.

There is no requirement that counsel object to any exhibit at the Final Pretrial Conference. Counsel will confer in advance of trial and attempt to agree to admissibility of exhibits and to resolve objections to any exhibits.

Each counsel is responsible for any exhibits secured from the Courtroom Deputy. At the end of each trial session, all exhibits shall be returned to the Court's Courtroom Deputy.

In formulating a question to a witness dealing with an exhibit, counsel shall specify the exhibit number or designation so that the record will be clear.

Exhibits which are produced for the first time during trial, as in the case of exhibits used for impeachment, shall be tendered to the Court's Courtroom Deputy for marking and then copies should be provided to opposing counsel, the Court and the Court's Law Clerk.

A visualizer is available in the courtroom to project documents, etc. If counsel are not familiar with how to operate it, prior to trial please contact Krista Zeller by either telephone (513-564-7660) or by email at barrett_chambers@ohsd.uscourts.gov. Placing a document on the visualizer is the equivalent of handing a document to the jury. Therefore, no exhibit may be placed on the visualizer unless previously admitted or agreed to by the parties.

N. Depositions

Deposition transcripts shall be filed electronically if a party reasonably anticipates use of such transcripts at trial. See S.D. Ohio Civ. R. 5.4(b).

Counsel shall submit to each other their deposition designations at least fourteen (14) days before trial. Counsel will confer and attempt to resolve objections by agreement. If any objections remain, counsel shall jointly prepare a list of objections identifying the page number and line(s) of the deposition where the objection will be found and stating in one sentence the grounds for the objection. This procedure applies to both written and videotape depositions. Videotape depositions which contain objections must be accompanied by a full or, if agreed, partial transcript. The jointly prepared deposition designations list of objections and grounds for these objections must be delivered to the Court no later than seven (7) days prior to the commencement of trial. Videotape presentations must include a method for editing the sound to delete testimony as to which the Court has sustained an objection.

O. Trial Briefs

Trial briefs are optional. If you decide to file a trial brief, it may be filed any time before trial. All briefs shall comply with S.D. Ohio Civ. R. 5.1, with citations and references conforming to S.D. Ohio Civ. R. 7.2(b). Counsel should use their trial briefs to instruct the Court in advance of trial in any area of law upon which counsel will rely at trial. Therefore, the briefs should contain arguments, with citations to legal authority, in support of any evidentiary or other legal questions which may reasonably be anticipated to arise at trial.

P. Proposed Findings of Fact and Conclusions of Law

In a trial to the Court, the parties shall file Findings of Fact and Conclusions of Law which the parties believe are necessary to be made to support a favorable judgment. Unless otherwise ordered by the Court, these shall be filed at the same time as the Joint Final Pretrial Order is submitted seven (7) days before the Final Pretrial Conference.

Q. Trial Motions and Motions *in Limine*

Unless otherwise ordered by the Court, motions *in limine* must be filed and served not later than fourteen (14) days prior to the commencement of trial. Responses to the motion(s) shall be filed seven (7) days prior to the commencement of trial.

Any motions *in limine* addressed to the admissibility of expert testimony under *Daubert*, if not included in a previously filed motion for summary judgment, shall be filed at least forty-two (42) days prior to the Final Pretrial Conference. Responses to such motions shall be filed not later than thirty-five (35) days prior to the Final Pretrial Conference. No replies will be filed unless otherwise ordered by the Court.

In all cases, trial motions and motions *in limine* are to be exchanged with opposing counsel by hand delivery, facsimile, or email.

R. Stipulations

Stipulated facts to be read to the jury shall be set forth in the Final Pretrial Order.

S. Summary of Deadlines

<i>Daubert</i> Motions (not previously filed)	Forty-two days prior to Final Pretrial Conference
Responses to <i>Daubert</i> Motions	Thirty-five days prior to Final Pretrial Conference
Final Pretrial Order	Seven days prior to Final Pretrial Conference
Proposed Findings of Fact and Conclusions of Law (Trial to Court)	Seven days prior to Final Pretrial Conference
Jury Instructions (no dispositive motions pending)	Seven days prior to Final Pretrial Conference
Jury Instructions (dispositive motions pending)	Fourteen days prior to commencement of trial
Motions <i>in Limine</i>	Fourteen days prior to commencement of trial
Responses to Motions in Limine	Seven days prior to commencement of trial
Deposition objections	Fourteen days prior to commencement of trial
Joint Statement of Case	Three days prior to commencement of trial
Exhibits	Three days prior to commencement of trial
Depositions	Three days prior to commencement of trial