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| **PRE-TRIAL CONFERENCE CHECKLIST AND ORDER CONTROLLING TRIAL**  Review Business Court Procedures (BCP) §9  **Bring (do not file) completed Checklist to Pre-Trial Conference** |

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| **Case Style:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_vs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Case #**  \_\_\_\_\_-CA\_\_\_\_\_\_\_\_\_\_\_\_\_-O | **PTC Date:** \_\_\_\_/\_\_\_\_/20\_\_\_ |

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| **Plaintiff(s) Attorney(s):** | **Defendant(s) Attorney(s):** | | | |
|  |  | for | (1) |
|  |  | for | (2) |
|  |  | for | (3) |
|  |  | for | (4) |

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| 1 | **Trial Length \_\_\_\_\_\_\_\_** days/weeks - **Jury Trial or Non-Jury Trial** (circle one) |

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| 2 | **Joint Final PT Statement**  See BCP Section 9  **filed:** Yes No  Date Filed/Due\_\_\_\_\_\_\_\_\_ | **Court Reporter:**  Plaintiff Defendant  Shared  No | **Interpreter:**  Plaintiff Defendant  Shared  No | **Pursuant to BCP 9.1**  **Joint Meeting of Counsel Completed:**  Yes No  Date of Meeting/Due\_\_\_\_\_\_\_\_\_ |

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|  | **Plaintiff** | **Defendants** | **Third/Fourth Party Defendants** |
| **Stipulated Facts Filed:** | Yes No | Yes No | Yes No |
| **Witness List filed:** | Yes No | Yes No | Yes No |
| **Exhibit List filed:** | Yes No | Yes No | Yes No |
| **Expert List filed:** | Yes No | Yes No | Yes No |
| **P/T Statement filed:** | Yes No | Yes No | Yes No |
| **Deposition Designations/Counter Designations for case in chief filed:** | Yes No None | Yes No None | Yes No None |
| **Joint Jury Instructions & Verdict Form via USB Drive**  (format: Word – 14 pt. – Times New Roman) | Yes No | Yes No | Yes No |

Revised 9/24/20

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| 3 | **Exhibits:** Exchanged Objections, if any, separately noted  All exhibits must be tagged and marked for identification Prior to the first day of trial. Contact the Clerk’s Office for evidence tags and instructions. |

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| 4 | **Demonstrative Aids:** All demonstrative aids (including Power Point Presentations), shall not be shown to the jury without agreement or prior court order. Parties encouraged to exchange and initial demonstrative aids prior to trial to avoid costly last minute changes.  Exchanged Initialed Marked by the clerk Not Exchanged |

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| 5 | **Mediation held?** Yes No **When**:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 6 | **DEPOS TO BE READ / SHOWN / IMPEACH**  Designations of the portions of written/video depositions that are to be published at trial must be disclosed in writing. Objections? BCP 9.2(d)  Copies for Court. |

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| 7 | **Stipulations – Admissions – Waivers of Custodians**  *Must Be In Writing if seeking Enforcement by Court.* |

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| 8 | **Motions in Limine** filedprior to this pre-trial conference? Yes No - **None**  (They must be scheduled and heard prior to Pre-Trial Conference if Oral Argument is granted)  (See CMO & BCP 10.2) |

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| 9 | **Trial Briefs** to be provided to Judge Jordan’s Chambers at least (10) days prior to the first day of trial period.  (See BCP 10.1) |

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| 10 | **Will a view of scene be necessary?** Yes No **Judicial Notice** – See Florida Evidence Code  F.S. 90.201-207 unless stipulation. |

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| 11 | If either party plans on using audio/video equipment for trial, they must contact the Orange Court Audio/Visual Dept.  at 407-836-0522 or see <http://www.ninthcircuit.org/services/technology-support> before the day of trial. Do not wait until trial to test equipment. |

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| 12 | Agree upon and draft a concise but complete Statement of the Case to be read by the Judge at the beginning of voir dire. |
| 13 | **Jury Instructions** and **Verdict Forms** –Attach to Joint Final Pre-Trial Statement with a USB flash drive MS Word 14 pt. Times New Roman font. Double Spaced. (See BCP 9.2 e)  **Rule of Sequestration** – When invoked: before voir dire before opening Not invoked  **Early Substantive Jury Instructions** (given prior to opening statements): Yes No  Final instructions before closing.  Jurors will be permitted to take notes and ask questions of witnesses (See F.S. 40.50 and Fla. R. Civ. P. 1.452). |

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| 14 | **Venire Request** - \_\_\_\_\_\_\_\_\_ (22 allotted) - **Number of Alternates Requested** - \_\_\_\_\_\_\_\_\_\_  **Peremptory Challenges:** Plaintiff -       Def(1) -       Def(2) -       Def(3) -       3rd/4th Party Def(s) - |

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| **Time Estimates:** | **Voir Dire:** | **Opening Statement:** | **Closing Argument:**  (to include rebuttal) |
| **Plaintiff (1):** | Min/Hr | Min/Hr | Min/Hr |
| **Plaintiff (2):** | Min/Hr | Min/Hr | Min/Hr |
| **Defendant (1):** | Min/Hr | Min/Hr | Min/Hr |
| **Defendant (2):** | Min/Hr | Min/Hr | Min/Hr |
| **Defendant (3):** | Min/Hr | Min/Hr | Min/Hr |
| **3rd/4th Party Defendant(s):** | Min/Hr | Min/Hr | Min/Hr |

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| 15 | Refer to[**www.ninthcircuit.org**](http://www.ninthcircuit.org)for further information on Guidelines and Procedures for Business Court and Judge Jordan - Division 43. |

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| 16 | **Special Provisions or Concerns:** |

**Attorney Signatures:**

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**DO NOT WRITE BELOW THIS LINE – FOR COURT USE ONLY**

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| 17 | **Tentative Trial Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ #\_\_\_\_\_\_\_\_\_;**  **But on Standby for earlier call -** Check with Counsel on cases before you or  Cathy Stephens, Judicial Assistant (43Orange@ninthcircuit.org).  All trial dates unless otherwise noted on the trial order start at 9:30 a.m. to be heard  in **Court Room: \_\_\_\_\_\_\_\_\_\_\_**  **Orange County Court House, 425 N. Orange Ave., Orlando, FL 32801**  **Juvenile Justice Center, 2000 East Michigan Street, Orlando, FL 32806** |

**Done** and **Ordered** on \_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

John E. Jordan, Circuit Judge

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that the foregoing was filed with the Clerk of the Court this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ by using the Florida Courts E-Filing Portal System. Accordingly, a copy of the foregoing is being served on this day to all attorney(s)/interested parties identified on the ePortal Electronic Service List, via transmission of Notices of Electronic Filing generated by the ePortal System.

Cathy Stephens, Judicial Assistant to Judge John E Jordan