

CHECKLIST FOR TRIAL

1. Witness List: You must provide the Court with three copies of a list of your witnesses, whether or not you have listed them in the pretrial order, on the morning of trial. One copy will be available to the court reporter, which will avoid the necessity of asking for the spelling of the witness's name. Please be sure that names are spelled correctly, and estimate the time of testimony for direct and cross examination. [The format to be used for the Witness List is on the Court's website: www.co.uscourts.gov/judges_frame.htm]

2. Exhibit List: Please prepare an index of exhibits which you expect to offer, using the attached form. Provide three copies of the index for the Court on the morning of trial, and a copy for opposing counsel. There is no requirement that exhibits be offered in sequence. If possible, stipulate to authenticity and admissibility of exhibits prior to trial, marking the appropriate boxes on the attached form. NOTE: Although they are stipulated, it does not mean they are admitted automatically. [The format to be used for the Exhibit List is on the Court's website: www.co.uscourts.gov/judges_frame.htm]

3. Exhibits: Exhibit labels may be obtained from the Clerk's Office on the first floor. Please affix labels to your exhibits before trial. Plaintiff's exhibits shall be marked with the yellow labels, using numbers. Defendant's exhibits shall be marked with the blue labels, using alphabetical letters, A-Z. If there are more than 26 exhibits for the defendant, please continue marking them as AA through AZ, BA through BZ, CA through CZ, etc. Do not use triple letters. The civil action number shall also be placed on each of the exhibit stickers. Prelabeled stickers are available at the front counter of the Clerk's Office. Multipage exhibits must be permanently fastened and each page numbered consecutively to prevent any pages from becoming separated or omitted. All exhibits in proper sequence shall be delivered to the courtroom deputy clerk on the morning of trial. Please provide copies of all exhibits to opposing counsel and have copies for your own reference. You may provide copies for the Court, but it is not required. Exhibit notebooks are optional. NOTE: Demonstrative exhibits and documents used to refresh memory must also be marked.

4. Voire Dire Questions and Proposed Instructions: Proposed jury instructions must be delivered to the Court in triplicate for civil cases and in duplicate for criminal cases, double-spaced, no later than five days before the commencement of the trial. Please note that the duplicate copy should contain a number and citation to authority, e.g., "Plaintiff's Instruction No. 1, CJI 5:5," to facilitate specific reference to the instructions during the instructions conference. The original instruction should contain the caption "Instruction No. ____" and the instruction itself, with no other titles, numbers, or authority. There will be an opportunity to submit additional proposed instructions during the trial. The Court prefers instructions taken from CJI or Circuit pattern instructions. All instructions submitted should contain language which is gender neutral or gender correct. Proposed voir dire questions, if any, shall be submitted to the Court at the same time as proposed jury instructions. NOTE: Please follow the directions for submitting instructions on disc, contained in the Court's memorandum on Proposed Jury Instructions.

5. Terminology: It will be very helpful to have a glossary of any unusual or technical terminology provided to the Court and the Court Reporter before the commencement of trial.

6. Written Curricula Vitae: In trials to the Court, a vita, marked as an exhibit, will usually suffice for the qualifications of an expert witness.

7. Depositions: All depositions that you intend to use shall be delivered to the courtroom deputy clerk in the courtroom at the beginning of trial. In a trial to Court, depositions, with page and line designations, should be delivered to chambers one week prior to trial. If you are going to use deposition testimony, prepare your page and line designations and cross-designations ahead of time, and submit these to the courtroom deputy clerk in writing, in duplicate. You are also requested to provide a person to read answers if there is a jury trial. Do not mark depositions as exhibits.

8. Video and Special Equipment: If you intend to use equipment, such as videos or overheads or other special equipment, please contact Tom Hilburger at 303-335-2092 to make arrangements. Before doing so, please confirm permission of the Court for use of the equipment during trial. This may be done at the trial preparation conference or by calling Chambers at 303-844-2784.

9. Trial Briefs: Please advise the Court if you wish to file trial briefs, which may not be filed unless requested by the Court. Briefs requested shall be filed on a date to be set by Court, and no later than three days before the trial. Unless otherwise specified, trial briefs shall be limited to 5 pages.

10. Jury Costs: In order to avoid assessment of jury costs, you must notify the Court of a settlement before twelve noon on the last business day before the scheduled trial date. See D.C.COLO.LCivR 54.2.

11. Standing for Jurors: As a matter of courtesy, it is the Court's policy that everyone stand when the jury enters or leaves.

12. Court Technology Information: Information is available on the Court's website.