

**CIVIL FINAL PRE-TRIAL CONFERENCE**  
**Addendum**

To assist with the orderly preparation of Jury Calendars it is ordered that:

1. Each party shall be represented at the Final Pre-Trial hearing by the attorney who is to conduct the trial or by other counsel with full knowledge of the case and with authority to bind the party by stipulation. Parties shall be present in person or available by telephone to enter into settlement agreements.
2. Counsel are expected to file Pre-Trial memoranda and have authority to submit figures for settlement in all civil cases. (See Civil Pre-trial memorandum form in the Ninth Judicial Circuit Rules)
3. Should a jury trial in any case no longer be desired, waiver of the right to jury trial shall be made in open court, or by written waiver, duly executed and verified, waiving all rights to trial by jury. Such waivers shall be made at the earliest possible date and no later than the Final Pre-Trial Conference.
4. In all personal injury cases, plaintiff's counsel shall have available a complete itemization of all medical expenses and other "specials" and have same listed in the Pre-Trial Memorandum.
5. Pre-Trial Conference shall be conducted according to Supreme Court Rule 218 and Ninth Judicial Circuit Rule part 3.30.
6. Counsel shall be prepared to stipulate to facts about which there is no substantial dispute, including the admissibility of documentary proof, and where the same may be done without prejudice, should have available at Pre-Trial for examination by opposing counsel, photographs, written instruments, and other documentary proofs, or copies thereof, which counsel proposes to introduce upon the trial of the case, in order that stipulation with reference to the admissibility may be made. If not available at pre-trial, all such documents or copies shall be presented or exchanged or made available for examination by opposing counsel PRIOR to the first day for jury trials. Please see paragraph 8 below.
7. All documentary proof, including all exhibits that counsel intend to utilize in ANY manner during trial, shall be made available for examination by opposing counsel no less than five (5) days prior to the first date set for jury trials, in order that counsel shall have the opportunity to review the documents and stipulate to the admissibility of the same. All exhibits shall be marked for identification by the Circuit Clerk and Counsel PRIOR to the first date set for jury trials. Failure to comply with this paragraph shall result in the Court not accepting proposed exhibits without a prior showing of good cause as to why there has not been compliance.