



**MAGISTRATE JUDGE KERI HOLLEB HOTALING**

**219 South Dearborn Street**

**Courtroom# 1700**

**Chambers# 1756**

**Chicago, Illinois 60604**

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**PREPARATION OF FINAL PRETRIAL ORDER FOR CONSENT CASES  
BEFORE MAGISTRATE JUDGE HOLLEB HOTALING**

The parties shall jointly prepare and submit a Final Pretrial Order with the below-listed items to Judge Holleb Hotaling's courtroom deputy or to Chambers no later than fourteen (14) days prior to the trial date. The Court prefers the items be separate Word documents that are editable.

1. Statement of jurisdiction.
2. Proposed Statement of the Case: an agreed, concise statement of the claim(s) of plaintiff(s), defense(s) of defendant(s), and all counterclaims and cross claims. In a jury case, this statement will be read to the jury during *voir dire*.
3. Itemization of damages and other relief sought.
4. A list of names and addresses of all individuals who will be present for trial. This list should include all witnesses (including expert witnesses) and their role in the case: a) who will be called; b) who may be called; and c) whose deposition will be used. Please also include all attorneys and paralegals who will be present at trial, along with their business and cell phone numbers and email addresses. In a jury case, this list of names will be read to the jury during *voir dire* (see Sample Juror Questionnaire on Judge Holleb Hotaling's webpage).
5. A list of names and addresses of all expert witnesses who will be called.
6. A schedule of all exhibits a party may introduce at trial, identified by trial exhibit number. The opposing party shall state which exhibits are objected to and the basis for the objection. An electronic copy of each party's proposed exhibits is to be delivered to the Court after the pretrial conference.

7. The parties are to state the type of trial (*i.e.*, bench or jury) and provide a realistic estimate of the expected length of trial.
8. A statement summarizing the current status of settlement negotiations.
9. In a jury trial, the parties are instructed to meet and agree on jury instructions and to file proposed instructions with the Final Pretrial Order, noting any objections as necessary. The Word version is also to be emailed to the Chambers email box. The parties should concentrate their efforts on the substantive jury instructions related to the merits. Judge Holleb Hotaling refers to the Seventh Circuit Pattern Jury Instructions, which should be used absent a good reason for not doing so.
10. For a jury trial, Judge Holleb Hotaling often uses a written questionnaire as an initial basis for *voir dire*. Counsel will be given copies of the completed questionnaires before jury selection begins. A sample of this questionnaire containing Judge Holleb Hotaling's typical general *voir dire* questions can be obtained from the her webpage. In addition to those questions, any proposed *voir dire* special to the case should be included in the Final Pretrial Order. If any question proposed by an opposing party is objected to, the objection should be noted in the Final Pretrial Order.
11. Unless the Court affirmatively sets a different schedule, any Daubert motions are to be filed no later than sixty (60) days prior to trial.
12. Unless the Court affirmatively sets a different schedule, motions *in limine* shall be filed no later than twenty-one (21) days before trial and responses no later than fourteen (14) days before trial. Motions *in limine* are not favored and should be used sparingly. Judge Holleb Hotaling discourages the filing of "boilerplate" motions *in limine* or motions that address matters not in dispute. Prior to filing any motions *in limine*, the parties are to have a Rule 37 meet-and-confer concerning the same; if that process results in agreement that certain matters are admissible or inadmissible, that agreement should be memorialized in a stipulation to be provided to Judge Holleb Hotaling in the Final Pretrial Order or at the final pretrial conference. The filing of a party's motions *in limine* shall include a statement of compliance with Rule 37.
13. Any requests for daily or other expedited transcripts and real-time reporting must be made at least seven (7) days prior to trial so that an appropriate court reporter can be assigned to the trial.
14. A final pretrial conference will be held approximately ten (10) days prior to trial. The purpose of this conference shall be to avoid surprises and to simplify the trial. At the conference, Judge Holleb Hotaling will address pending motions *in limine*, objections to witnesses and exhibits, and contested jury instructions, and will discuss trial procedures and scheduling. Lead trial counsel fully prepared and with authority to discuss all aspects of the case must attend. The parties are welcome to attend the pretrial conference with their attorneys if they wish, but are not required to attend unless settlement will be discussed at the conference.

**Entered: January 24, 2024**

  
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Hon. Keri L. Holleb Hotaling,  
United States Magistrate Judge