

IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS  
EASTERN DIVISION

Plaintiff,	)	
	)	Case No.
	)	
v.	)	Judge Harry D. Leinenweber
	)	
Defendant.	)	

FINAL PRETRIAL ORDER

1) A statement of jurisdiction.

2) A concise statement of the claim(s) of plaintiff(s), defense(s) of defendant(s), and all counterclaims and cross claims. (If a personal injury case, *pretrial memorandum for use in personal injury cases* is to be completed and attached).

3) A list of names and addresses of all potential witnesses to be called by each party. If the opposing party objects to a witness, the reasons for the objection.

4) A list of names and addresses of all expert witnesses a party intends to call, the area of expertise and the subject of testimony of each such witness. If the opposing party objects to an expert witness, the reasons for the objection.

5) A schedule of all exhibits a party may intend to introduce at trial, identified by number, to be used at trial. The opposing party will state which of the exhibits are objected to and the basis for objecting. All exhibits not objected to will be automatically admitted, if offered.

6) All exhibits to be used at trial are to be placed in binders and labeled appropriately. Any videotapes or audiotapes to be played or used at trial are to be transcribed before the time of trial with hard transcripts provided and labeled appropriately to both the Court and Court Reporter. Any deposition transcripts to be referenced in part and/or read in whole must also be provided to the Court and the Court Reporter. The parties should color code designations and counter-designations.

7) A list of discovery remaining to be completed, if any.

8) A statement summarizing the history and status of negotiations.

9) Expected length of trial.

10) Indicate whether jury or bench trial and whether the parties will stipulate to having the case heard by a Magistrate Judge.

11) The Court Reporter must be provided with a full copy of the Final Pretrial Order, including all exhibits. Please contact Judge Leinenweber's Courtroom Deputy, Melanie Foster, directly at 312-435-7613 or via e-mail at [melanie\\_foster@ilnd.uscourts.gov](mailto:melanie_foster@ilnd.uscourts.gov) at least five (5) days prior to the date of trial if expedited, daily or hourly transcripts are desired so that she can inform the court reporter assigned to the trial.

12) As to jury instructions, the parties are instructed to meet and agree on the source for the jury instructions. If a diversity case, the Illinois Pattern Instructions will be used.

APPROVED:

---

Attorney for Plaintiff(s)

---

Attorney for Defendant(s)

**PRETRIAL MEMORANDUM  
FOR USE IN PERSONAL INJURY CASES**

	)	Civil Action No.	
	)		
Plaintiff,	)	Plaintiff Requests	\$ _____
	)		
v.	)	Defendant Offers	\$ _____
	)		
	)	Court Recommends	\$ _____
Defendant.	)		

Plaintiff's Name:

Age:

Occupation:

Marital Status:

Attorney(s) for Plaintiff:  
(add name and telephone number  
of trial attorney):

Summary of injuries: (note especially  
any permanent pathology):

Attorney(s) for Defendant:

Date, hour and place of accident:

Medical Fees:

Attending Physicians:

Hospital Bills:

Hospitals:

Place of Employment:

Loss of Income:

Miscellaneous Expenses:

---

---

---

Total Liquidated Damages: \$ 

---

**IMPORTANT:**

Attach: One or more of the following items as required by the Court:

- (1) copies of all medical reports - plaintiff and defendant (get current reports);
- (2) police report, if any, of all witnesses;
- (3) summary of depositions of critical witnesses (based on joint consultation by counsel);
- (4) copies of interrogatories and answers; and
- (5) copies of bills of special items of expense.

Furnish copies of above items to Court and defendant's attorney at least one (1) week in advance of pretrial hearing.

**Brief Statement of Circumstances of Occurrence**

Plaintiff's View: 

---

---

---

---

---

Defendant's View: 

---

---

---

---

---

The parties shall attach any medical reports or summaries useful for discussion at the pretrial conference.