

**PRETRIAL ORDER IN CIVIL BENCH TRIAL CASES  
PENDING BEFORE JUDGE JOHN J. THARP, JR.**

In all civil bench trials scheduled before Judge Tharp, the Court will set the date in advance of trial by which the parties shall jointly prepare and file, on the docket, a proposed pretrial order. Due dates for the submission of draft pretrial orders will not be extended absent circumstances beyond counsel's control; a busy schedule is not such a circumstance.

The proposed pretrial order must include the following items:

1. Jurisdiction: A statement of the basis for the Court's jurisdiction.
2. Trial Attorneys: A list of the attorneys trying the case, including business addresses and office and cellular telephone numbers.
3. Case Statement: A concise statement of the case, including: the nature of the case; the principal fact issues; the claims, counterclaims and crossclaims; and the defenses raised to those claims.
4. Witness Lists: A list of the names of witnesses, including expert witnesses, divided into the following three categories: (a) witnesses who will be called to testify at trial; (b) witnesses who may be called to testify at trial; and (c) witnesses whose testimony a party will present by deposition or other prior testimony (indicating whether the presentation will be by transcript or video).
5. Exhibit Lists: A list of all trial exhibits (including demonstratives, summaries or other specially prepared exhibits), which includes the following:
  - (a) the exhibit number for each document;
  - (b) the date of the document;
  - (c) a brief description of the document; and
  - (d) any objections to the admission of such document.
6. Damage Itemization: An itemization of damages and other relief sought.
7. Motions In Limine: All motions in limine must be filed with the pretrial order.

Trial Briefs: The Court does not require trial briefs in bench trials. Any party who wishes to file a trial brief must seek leave of the Court to do so.

ENTER:  
JOHN J. THARP, JR.  
United States District Judge