

**FINAL PRETRIAL ORDER IN CIVIL JURY TRIAL CASES PENDING**  
**BEFORE JUDGE ST. EVE**

In all civil jury trials scheduled before Judge St. Eve, the parties shall jointly prepare and submit a final pretrial order. In each case, the Court will set the date in advance of trial on which the parties must file the final pretrial order. The final pretrial order (including the Court's courtesy copy) 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, telephone numbers, and email addresses.

**3. Case Statement:**

A concise agreed statement of the case to read to the jury during *voir dire*.

**4. Witness Lists:**

Separate lists for plaintiff and defendant providing 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). The Court will read these lists to the jury during *voir dire*.

**5. Exhibit Lists:**

A list by each side 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;
- (d) whether there is an objection to admission of the document and, if so, a concise statement of the basis for the objection (e.g., Rule 402-relevance; Rule 403 - undue prejudice or confusion); and
- (e) the asserted basis of admissibility.

**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. The parties are directed to meet and confer on all motions *in limine* before filing them.

**8. Proposed Voir Dire:**

The parties must file a joint document that includes (a) each party's proposed *voir dire* questions; and (b) each party's objections, if any, to the *voir dire* questions proposed by other parties.

**9. Jury Instructions and Verdict Form:**

The parties are instructed to meet and attempt to agree on jury instructions before filing the pretrial order. The Court refers the parties to the Seventh Circuit pattern civil jury instructions:

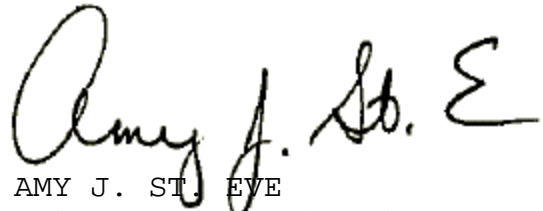
[http://www.ca7.uscourts.gov/Pattern\\_Jury\\_Instr/7th\\_civ\\_instruc\\_2009.pdf](http://www.ca7.uscourts.gov/Pattern_Jury_Instr/7th_civ_instruc_2009.pdf)

The parties must submit all proposed jury instructions, including agreed instructions, with the final pretrial order. Each proposed instruction must include the proponent of the instruction and whether the instruction is agreed or disputed; the legal authority supporting that instruction; the grounds for any objection (and any proposed modification or alternate instruction); and a response to the objection.

10. **Trial Briefs:**

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

ENTER:

A handwritten signature in black ink, reading "Amy J. St. Eve". The signature is fluid and cursive, with the first name "Amy" being the most prominent.

AMY J. ST. EVE  
United States District Judge