

# NOTICE TO ATTORNEYS

The proposed pretrial order must be joint, and not piecemeal, and it should be reviewed and approved by all parties BEFORE the pretrial hearing.

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IN THE UNITED STATES DISTRICT COURT FOR  
THE MIDDLE DISTRICT OF ALABAMA  
DIVISION

	)	
	)	
Plaintiff,	)	
	)	
v.	)	CIVIL ACTION NO.
	)	
	)	
Defendant.	)	

## ORDER ON PRETRIAL HEARING

A pretrial hearing was held in this case on \_\_\_\_\_, wherein the following proceedings were held and actions taken:

1. PARTIES AND TRIAL COUNSEL:

COUNSEL APPEARING AT PRETRIAL HEARING: (same as trial counsel)

or (indicate if different) \_\_\_\_\_

2. JURISDICTION AND VENUE:

3. PLEADINGS: The following pleadings and amendments were allowed:
  
4. CONTENTIONS OF THE PARTIES:
  - (a) The plaintiff(s)
  
  - (b) The defendant(s)
  
5. STIPULATIONS BY AND BETWEEN THE PARTIES:

**PLEASE LEAVE ORDER UNFINISHED AT THIS POINT FOR COMPLETION BY  
THE COURT.**

**Closing language for Pretrial Order in JURY CASE**

It is ORDERED that:

(1) The jury selection and trial of this cause, which is to last \_\_\_\_ (\_\_) days, are set for \_\_\_\_\_, 2003, at 10:00 a.m. at the United States Courthouse in \_\_\_\_\_, Alabama;

(2) A trial docket will be mailed to counsel for each party approximately three weeks prior to the start of the trial term;

(3) The parties are to file their pre-trial briefs, if any, by \_\_\_\_\_, 2003;

(4) Each party shall have available at the time of trial, for use by the court (the judge, the courtroom deputy clerk, and the law clerk), three copies of the exhibit list and a sufficient number of copies of each photostatically reproducible exhibit for opposing counsel, the courtroom deputy clerk, the law clerk, and the judge to each have a set of the exhibits;

(5) All understandings, agreements, deadlines, and stipulations contained in this Pretrial Order shall be binding on all parties unless this Order be hereafter modified by Order of the Court.

DONE this \_\_\_\_\_ day of , 2003.

\_\_\_\_\_

\_\_\_\_\_  
MARK E. FULLER  
UNITED STATES DISTRICT JUDGE

**Closing language for Pretrial Order in NON-JURY CASE**

It is ORDERED that:

(1) The non-jury trial of this cause, which is to last \_\_\_\_\_ (\_\_\_\_) day(s), is set for \_\_\_\_\_, 2003, at 10:00 a.m. at the United States Courthouse in \_\_\_\_\_, Alabama;

(2) A trial docket will be mailed to counsel for each party approximately three weeks prior to the start of the trial term;

(3) The plaintiff(s) are required to file proposed findings of fact and conclusions of law by \_\_\_\_\_, 2003. The defendant(s) are required to file proposed findings of fact and conclusions of law by \_\_\_\_\_, 2003. The parties are directed to submit their proposed findings of fact and conclusions of law both on paper and on a computer diskette formatted to be compatible with WordPerfect 9.0. The parties are directed to file their trial briefs, if any, no later than \_\_\_\_\_.

(4) Each party shall have available at the time of trial, for use by the court (the judge, the courtroom deputy clerk, and the law clerk), three copies of the exhibit list and a sufficient number of copies of each photostatically reproducible exhibit for opposing counsel, the courtroom deputy clerk, the law clerk, and the judge to each have a set of the exhibits;

(5) All understandings, agreements, deadlines, and stipulations contained in this Pretrial Order shall be binding on all parties unless this Order be hereafter modified by Order of the Court.

DONE this \_\_\_\_\_ day of, 2003.

\_\_\_\_\_

\_\_\_\_\_  
MARK E. FULLER  
UNITED STATES DISTRICT JUDGE