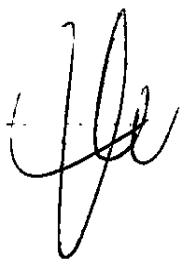


SEND



UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF CALIFORNIA - EASTERN DIVISION

MGA ENTERTAINMENT, INC.,  
Plaintiff,  
v.  
MATTEL, INC.,  
Defendants.

Case No. CV 05-02727 SGL(RNBx)

SCHEDULING ORDER [FRCP 16(b)]

1. Establishing a Discovery Cut-off Date of March 3, 2008
2. Non-Discovery Motion Hearing Cutoff date of April 7, 2008, at 10:00 a.m.
3. Setting Final Pretrial Conference for June 2, 2008, at 11:00 a.m.
4. Setting Jury Trial Date of July 1, 2008, at 9:30 a.m.

**READ THIS ORDER CAREFULLY. IT CONTROLS THE CASE  
AND DIFFERS IN SOME RESPECTS FROM THE LOCAL RULES.**

BOOKETED ON C.  
FEB 22 2007  
BY

The above matter is set for trial before the Honorable Stephen G. Larson, United States District Judge, Courtroom 1, United States District Court, Eastern Division, 2nd Floor, Riverside, California.

1. **Discovery Cut-Off:** This is the last date to complete discovery, including

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1 expert discovery, and the resolution of any discovery motions before this court. If expert  
2 witnesses are to be called at trial, the parties shall designate experts to be called at trial and  
3 provide reports required by Fed. R. Civ. P. 26(a)(B), not later than eight weeks prior to the  
4 discovery cutoff date. Rebuttal expert witnesses shall be designated and reports provided as  
5 required by Fed.R.Civ.P. 26(a)(2)(B), not later than five weeks prior to the discovery cutoff  
6 date. Failure to timely comply with this deadline may result in the expert being excluded at  
7 trial as a witness. The Court requires compliance with Local Rule 37-1 and 37-2 in the  
8 preparation and filing of discovery motions. Discovery motions may not be heard on an ex  
9 parte basis.

10 **2. Joinder of Parties and Amendment of Pleadings:** Any motions to join other  
11 parties or for leave to amend the pleadings shall be filed within sixty (60) days of the date of  
12 this Order so that they can be heard and decided prior to the deadline. This deadline does  
13 not apply if the deadline for joining parties or amending pleadings has already been  
14 calendared or occurred by virtue of an order issued by another Judge.

15 In addition to the requirements of Local Rules 15-1, 15-2, and 15-3, all motions to  
16 amend the pleadings shall (a) state the effect of the amendment; (b) be serially numbered to  
17 differentiate the amendment from previous amendments and (c) state the page, line  
18 number(s), and wording of any proposed change or addition of material.

19 **3. Motion Filing Cut-Off:** The Court hears motions on Mondays at 10:00 a.m.  
20 The motion filing cut-off date is the last day motions may be heard (not filed). The Court will  
21 not decide late motions. Issues left undetermined by the passage of the motion cut-off date  
22 should be listed as issues for trial in the Final Pretrial Conference Order. As an exception to  
23 the above, motions in limine dealing with evidentiary matters may be heard at or before trial;  
24 however, summary judgment motions disguised as motions in limine will not be heard.  
25 Parties need not wait until the discovery cut-off to bring motions for summary judgment or  
26 partial summary judgment. However, in the usual case, the court expects that more than the  
27 minimum notice will be provided to counsel opposing motions for summary judgment. In the  
28

1 usual case, the parties should confer and agree on the date for setting such motions.

2 Ex parte applications are entertained solely for extraordinary relief. See Mission Power  
3 Eng. Co. v. Continental Casualty Co., 883 F.Supp. 488 (C.D. Cal. 1995). Strict adherence to  
4 proper ex parte procedures is required for any ex parte application filed with the Court.

5 4. **Stipulations to Extend Time:** Stipulations to extend the time to file any required  
6 document or to continue any pretrial or trial date must set forth (a) the existing due date or  
7 hearing date; (b) the current pretrial conference date and trial date; (c) the specific reasons  
8 supporting good cause for granting the extension or continuance; and (d) whether there have  
9 been any prior requests for extensions or continuances, and whether these were granted or  
10 denied by the Court.

11 5. **Summary Judgment Motions:** The Separate Statement of Undisputed Facts is to  
12 be prepared in a two-column format. The left-hand column should set forth the allegedly  
13 undisputed fact. The right-hand column should set forth the evidence that supports the  
14 factual statement. The fact statements should be set forth in sequentially numbered  
15 paragraphs. Each paragraph should contain a narrowly focused statement of fact. Each  
16 numbered paragraph should address a single subject in as concise a manner as possible.

17 The opposing party's statement of genuine issues must be in two columns and  
18 track the movant's separate statement exactly as prepared. The document must be in two  
19 columns; the left-hand column must restate the allegedly undisputed fact, and the right-hand  
20 column must indicate either undisputed, or disputed. The opposing party may dispute all or  
21 only a portion of the statement, but if disputing only a portion, must clearly indicate what part  
22 is being disputed. Where the opposing party is disputing the fact in whole or part, the  
23 opposing party must, in the right-hand column, label and restate the moving party's evidence  
24 in support of the fact, followed by the opposing party's evidence controverting the fact.  
25 Where the opposing party is disputing the fact on the basis of an evidentiary objection, the  
26 party must cite to the evidence alleged to be objectionable and state the ground of the  
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1 objection and nothing more. **No argument should be set forth in this document.**

2 The opposing party may submit additional material facts that bear on or relate to the  
3 issues raised by the movant, which shall follow the format described above for the moving  
4 party's separate statement. These additional facts shall follow the movant's facts, shall  
5 continue in sequentially numbered paragraphs (i.e., if movant's last statement of fact was set  
6 forth in paragraph 30, then the first new fact will be set forth in paragraph 31), and shall set  
7 forth in the right hand column the evidence that supports that statement.

8 The moving party, in its reply, shall respond to the additional facts in the same  
9 manner and format that the opposition party is required to adhere to in responding to the  
10 statement of undisputed facts, as described above.

11 **(a) Supporting Evidence:** No party should submit any evidence other than the  
12 specific items of evidence or testimony necessary to support or controvert a proposed  
13 statement of undisputed fact. Thus, for example, the entire transcript of a deposition, entire  
14 sets of interrogatory responses, and documents that do not specifically support or controvert  
15 material in the separate statements, should not be submitted in support or opposition to a  
16 motion for summary judgment. Any such material will not be considered.

17 Evidence submitted in support of or in opposition to a motion should be submitted  
18 either by way of stipulation or as exhibits to declarations sufficient to authenticate the  
19 proffered evidence, and should not be attached to the Memorandum of Points and  
20 Authorities. The Court will accept counsel's authentication of deposition transcript, of written  
21 discovery responses, and of the receipt of documents in discovery if the fact that the  
22 document was in the opponent's possession is of independent significance. Documentary  
23 evidence as to which there is no stipulation regarding foundation must be accompanied by  
24 the testimony, either by declaration or properly authenticated deposition transcript, of a  
25 witness who can establish its authenticity.

26 If evidence in support of or in opposition to a motion exceeds twenty pages, the  
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1 evidence must be in a separate bound volume and include a Table of Contents.

2           **(b) Objections to Evidence:** If a party disputes a fact based in whole or in part  
3 on an evidentiary objection, the ground of the objection, as indicated above, should be  
4 stated in the separate statement but not argued in that document. Evidentiary objections  
5 are to be addressed in a separate memorandum to be filed with the opposition or reply brief  
6 of the party. This memorandum should be organized **to track the paragraph numbers of**  
7 **the separate statement in sequence.** It should identify the specific item of evidence to  
8 which objection is made, the ground of the objection, and a very brief argument with citation  
9 to authority as to why the objection is well taken. The following is an example of the format  
10 contemplated by the Court:

11           Separate Statement Paragraph 1: Objection to the supporting deposition transcript  
12 of Jane Smith at 60:1-10 on the grounds that the statement constitutes inadmissible  
13 hearsay and no exception is applicable. To the extent it is offered to prove her  
14 state of mind, it is irrelevant since her state of mind is not in issue.

15           Fed. R. Evid. 801, 802.

16           Do not submit blanket or boilerplate objections to the opponent's statements of  
17 undisputed fact: these will be disregarded and overruled.

18           **(c) The Memorandum of Points and Authorities:** The movant's memorandum of  
19 points and authorities should be in the usual form required under Local Rule 7-5 and should  
20 contain a narrative statement of facts as to those aspects of the case that are before the  
21 Court. All facts should be supported with citations to the paragraph number in the Separate  
22 Statement that supports the factual assertion and not to the underlying evidence.

23           Unless the case involves some unusual twist on Rule 56, the motion need only  
24 contain a brief statement of the Rule 56 standard; the Court is familiar with the Rule and  
25 with its interpretation under Celotex and its progeny. If at all possible, the argument should  
26 be organized to focus on the pertinent elements of the cause(s) of action or defense(s) in  
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1 issue, with the purpose of showing the existence or non-existence of a genuine issue of  
2 material fact for trial on that element of the claim or defense.

3 Likewise, the opposition memorandum of points and authorities should be in the  
4 usual form required by Local Rule 7-5, and where the opposition memorandum sets forth  
5 facts, the memorandum should cite to paragraphs in the separate statement if they are not in  
6 dispute, to the evidence that contravenes the fact where the fact is in dispute or, if the fact is  
7 contravened by an additional fact in the statement of genuine issues, the citation should be  
8 to such fact by paragraph number.

9 **(d) Timing:** In virtually every case, the Court expects that the moving party will  
10 provide more than the minimum twenty-one (21) day notice for such motions. The moving  
11 party should deliver to chambers a copy of a diskette, in WordPerfect format (11.0 or earlier  
12 versions), containing the Statement of Uncontroverted Facts and Conclusions of Law.

13 6. **Motions in Limine:** The parties must file motions in limine addressing the  
14 admissibility of evidence in accordance with Local Rule 7-3. The parties shall file their  
15 opposing and reply papers in accordance with Local Rules 7-9 and 7-10 respectively.

16 7. **Pretrial Conference and Trial Setting:** Compliance with the requirements of  
17 Local Rule 16 is mandatory. Counsel shall submit carefully prepared Memoranda of  
18 Contentions of Fact and Law (which may also serve as the trial briefs) and Proposed Pre-  
19 Trial Conference Order ("PTCO") in accordance with the provisions of Local Rules 16-1  
20 through 16-7. The Proposed Pre-Trial Conference Order shall conform to the example set  
21 forth in Appendix A to the Local Rules, modified as necessary to comply with this order.

22 The Memoranda of Contentions of Fact and Law, Exhibit Lists, and Witness Lists  
23 shall be served and filed no later than fourteen (14) calendar days before the Pre-Trial  
24 Conference. The Proposed Pre-Trial Conference Order shall be lodged fourteen (14)  
25 calendar days before the Pre-Trial Conference.

26 The Proposed Pre-Trial Conference Order must contain a Table of Contents. Place  
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1 in all capital letters and in bold the separately numbered headings for each category in the  
2 PTCO. Under paragraph 1, list each claim, counterclaim, or defense that has been  
3 dismissed or abandoned. In multiple-party cases where not all claims or counterclaims will  
4 be prosecuted against all remaining parties on the other side, please specify to which party  
5 each claim or counterclaim is directed. The factual issues in dispute should track the  
6 elements of a claim or defense upon which the jury would be required to make findings.  
7 Counsel should state issues in ultimate fact form, not as evidentiary fact issues (i.e., "was the  
8 defendant negligent," "was defendant's negligence the proximate cause of plaintiff's injury;"  
9 not "was the plaintiff standing on the corner of 12th Street and Lemon Avenue at 10:00 a.m.  
10 on March 1"). Issues of law should state legal issues upon which the Court will be required  
11 to rule after the Pre-Trial Conference, including during the trial, and should not list ultimate  
12 fact issues to be submitted to the trier of fact.

13 In drafting the PTCO, the court expects that counsel will attempt to agree on and  
14 set forth as many non-contested facts as possible. The court will normally read the  
15 uncontested facts to the jury at the start of the trial. Carefully drafted and comprehensively  
16 stated stipulation of facts will reduce the length of trial and increase jury understanding of the  
17 case.

18 If expert witnesses are to be called at trial, each party must list and identify its  
19 respective expert witnesses, both retained and non-retained. Failure of a party to list and  
20 identify an expert witness in the Proposed Pre-Trial Conference Order shall preclude a party  
21 from calling that expert witness at trial.

22 This case has been placed on calendar for a Final Pretrial Conference ("PTC")  
23 pursuant to Fed. R. Civ. P. 16 and Local Rule 16-1, et seq., unless the PTC was expressly  
24 waived at the Scheduling Conference by the court. Unless excused for good cause, each  
25 party appearing in this action shall be represented at the PTC and all pretrial meetings of  
26 counsel, by lead trial counsel. The failure to attend the PTC or to submit the required pretrial  
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1 documents may result in the dismissal of the action, striking the answer and entering a  
2 default, and/or the imposition of sanctions.

3 A continuance of the Final Pretrial Conference at counsel's request or stipulation  
4 will only be approved upon a showing of good cause. Counsel should plan to do the  
5 necessary pretrial work on a schedule which will insure its completion with time to spare  
6 before the Final Pretrial Conference. Specifically, failure to complete discovery work,  
7 including expert discovery, is not a ground for a continuance.

8 Compliance with the requirements of Local Rules 16-1 to 16-13 is required by the  
9 court. Carefully prepared Memoranda of Contentions of Fact (which may also serve as the  
10 trial brief) and a proposed Final Pretrial Conference Order shall be submitted in accordance  
11 with the provisions of Local Rule 16-7 and the form of the proposed Final Pretrial Conference  
12 Order shall be in conformity with the format set forth in Appendix A to the Local Rules.

13 At the PTC, counsel should be prepared to discuss means of streamlining the trial,  
14 including, but not limited to: bifurcation, presentation of non-critical testimony by deposition  
15 excerpts, stipulations as to the content of testimony, presentation of testimony on direct  
16 examination by declaration subject to cross-examination, and qualification of experts by  
17 admitted resumes. In certain cases where the PTC is waived by the court, counsel must  
18 follow Local Rule 16-11.

19 **8. Witness List and Times Estimates:** Counsel shall prepare a list of their witnesses,  
20 an estimate of the length of time needed for direct examination for each witness, and whether  
21 the witness will testify by deposition or in person. Counsel shall exchange these lists with  
22 opposing counsel.<sup>1</sup> **Counsel shall jointly file a single witness list, including estimates for  
23 direct examination of their own witnesses and estimates for cross-examination of  
24 opposing witnesses.** This list shall be filed at the time counsel lodge the Proposed Pre-Trial  
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26 <sup>1</sup> See "Joint Trial Witness Estimate Form" appended to this order.  
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1 Conference Order, i.e., fourteen (14) days before the Pre-Trial Conference.

2 **9. Jury Instructions and Verdict Forms:** Fourteen (14) calendar days prior to  
3 counsel's Rule 16 pre-trial meeting, counsel shall exchange proposed jury instructions  
4 (general and special) and special verdict forms (if applicable). Seven (7) calendar days prior  
5 to the Rule 16-2 meeting, counsel shall exchange any objections to the instructions and  
6 special verdict forms. Prior to, or at the time of the Rule 16 meeting, counsel shall meet and  
7 confer with the goal of reaching agreement on one set of joint jury instructions and one special  
8 verdict form.

9 The parties should make every attempt to agree upon the jury instructions before  
10 submitting them to the Court. The Court expects counsel to agree on the substantial majority  
11 of jury instructions, particularly when pattern instructions provide a statement of applicable law.  
12 When the Manual of Model Civil Jury Instructions for the Ninth Circuit provides a version of an  
13 applicable requested instruction, the parties should submit the most recent version of the  
14 Model instruction. Where language appears in brackets in the model instruction, counsel shall  
15 select the appropriate text and eliminate the inapplicable bracketed text. Where California law  
16 applies, counsel should use Judicial Council of California Civil Jury Instructions (June 2006)  
17 ("CACI"). If neither of the above sources is applicable, counsel are directed to use the  
18 instructions from O'Malley, Grenig & Lee (formerly Devitt, et al.), Federal Jury Practice and  
19 Instructions (latest edition). Each requested jury instruction shall cover only one subject or  
20 principle of law and shall be numbered and set forth in full on a separate page, citing the  
21 authority or source of the requested instruction (except for the "clean" jury copy discussed  
22 below).

23 When the parties disagree on an instruction, the party opposing the instruction must  
24 attach a short statement (one to two paragraphs) supporting the objection, and the party  
25 submitting the instruction must attach a short statement supporting the instruction. Each  
26 statement should be on a separate page and should follow directly after the disputed  
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1 instruction.

2           The parties ultimately must submit one document or, if the parties disagree over any  
3 proposed jury instructions, two documents. If the parties submit two documents, those  
4 documents shall consist of: (a) a set of Joint Proposed Jury Instructions and (b) a set of  
5 Disputed Jury Instructions, along with reasons supporting and opposing each disputed  
6 instruction in the format set forth in the previous paragraph.

7           The parties must file proposed jury instructions fourteen (14) calendar days before  
8 the Pre-Trial Conference. If the court is closed that day, counsel shall file the proposed  
9 instructions the preceding Friday. No later than 4:00 p.m. on the date such instructions are  
10 due, the parties must submit conformed courtesy copies to the Court's courtesy box located  
11 outside the entrance to Courtroom 1, United States District Court, 3470 Twelfth Street, 2nd  
12 Floor, Riverside, California. Counsel shall also provide the Court with a 3½ inch diskette  
13 compatible with WordPerfect version 11.0 or lower containing the proposed jury instructions, in  
14 accordance with this paragraph and the previous paragraph.

15           The Court will send a copy of the instructions into the jury room for the jury's use  
16 during deliberations. Accordingly, in addition to the file copies described above, the diskette  
17 submitted with the jury instructions shall contain a "clean set" of Joint Proposed and/or  
18 Disputed Jury Instructions, containing only the text of each instruction set forth in full on each  
19 page, with the caption "Court's Instruction No. \_\_\_" (eliminating titles, supporting authority,  
20 indication of party proposing, etc.).

21           An index page shall accompany all jury instructions submitted to the Court. The  
22 index page shall indicate the following:

- 23           (a) The number of the instruction;  
24           (b) A brief title of the instruction;  
25           (c) The source of the instruction and any relevant case citations; and  
26           (d) The page number of the instruction.

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1 EXAMPLE:

2 <u>Number</u>	<u>Title</u>	<u>Source</u>	<u>Page</u>
3 1	Trademark-Defined (15 U.S.C. § 1127)	9th Cir. 15.3.2	7

4 Along with the jury instructions, counsel shall submit any necessary special verdict  
5 form fourteen (14) calendar days before the Pre-Trial Conference.

6 **10. Voir Dire Questions:** Counsel may, but need not, submit brief proposed voir dire  
7 questions for the jury at the Pre-Trial Conference. The Court will conduct its own voir dire after  
8 consulting any proposed voir dire submitted by counsel. After the Court conducts its own voir  
9 dire, counsel will be provided an opportunity to ask supplemental questions subject to Court  
10 approval.

11 **11. Joint Statement of the Case:** Counsel shall submit a joint statement of the case at  
12 the Pretrial Conference. The joint statement of the case will be read to the prospective panel  
13 of jurors prior to the commencement of voir dire. The statement should not exceed one page.  
14 The statement shall be filed with the Court no later than 4:00 p.m., on the Wednesday prior to  
15 the Pre-Trial Conference.

16 **12. Exhibits:** The parties shall file their witness lists and exhibits lists in accordance with  
17 Local Rule 16. Counsel are to assemble their exhibits by placing them in three-ring binders  
18 labeled on the spine portion of the binder showing both the volume number and the exhibit  
19 numbers. Each exhibit shall be separated by a tabbed divider on the right side. Counsel shall  
20 provide original exhibits for the courtroom deputy clerk and a duplicate set for the judge. The  
21 original exhibits shall be tagged with the appropriate exhibit tags in the upper or lower right  
22 corner of the first page of each exhibit and include the case number, case name, and exhibit  
23 number. Each binder shall contain a Table of Contents. Counsel must comply with Local  
24 Rule 26-3 when numbering the exhibits. The Clerk's Office, located at the United States  
25 District Court, 3470 Twelfth Street, Riverside, California can supply counsel with appropriate  
26 exhibit tags.  
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1 waiver of all objections.

2 **14. Findings of Fact and Conclusions of Law:** For a non-jury trial, counsel for each  
3 party shall lodge proposed findings of fact and conclusions of law fourteen (14) days before  
4 trial. The parties should deliver to chambers a copy of these findings and conclusions of law  
5 on disk in WordPerfect format.

- 6 (a) Underline in red the portions which it disputes;  
7 (b) Underline in blue the portions which it admits; and  
8 (c) Underline in black the portions which it deems not disputed, but deems  
9 irrelevant.

10 Counsel may agree with a part of a finding or conclusion, disagree with a part of it  
11 and/or consider a part of irrelevant.

12 Two marked copies of opposing counsel's proposed findings of fact and conclusions of  
13 law shall be lodged with the court seven (7) days before trial and one marked copy shall be  
14 served on opposing counsel. Courtesy copies of the marked copies shall be deposited in the  
15 drop box located outside the entrance of Courtroom 1 of the above-entitled court on the date  
16 due.

17 **15. Settlement:** Local Rule 16-15.2 provides that the Settlement Conference shall be  
18 conducted not later than 45 days before the Pretrial Conference. The Court believes that in  
19 most cases completion of all discovery and dispositive motions will help the parties assess  
20 their positions before they embark on the costly pre-trial process. However, in many cases,  
21 the parties find it more difficult to settle after they have incurred the cost of all discovery and  
22 motion practice. Accordingly, the Court strongly encourages counsel and the parties to pursue  
23 settlement earlier.

24 The Court has a keen interest in helping the parties achieve settlement. If the parties  
25 believe that it would be more likely that a settlement would be reached if they conduct  
26 settlement conference at an earlier time than that specified by the Court, they should conduct  
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1 it at that time. In any event, the parties must file a Status Report re Settlement at the time  
2 they lodge the Proposed Pretrial Order.

3 The Court will not conduct settlement conferences in non-jury cases which the Court will  
4 try. In jury cases, the Court will conduct a settlement conference at the parties' request if  
5 three conditions exist: (a) The parties are satisfied that the fact issues in the case will be tried  
6 to a jury; (b) all significant pre-trial rulings which Court must make have been made; and (c)  
7 the parties desire the Court to conduct the conference, understanding that if settlement fails,  
8 the Court will preside over the trial of the case.

9 **If a settlement is reached, it shall be reported immediately to this Court as**  
10 **required by Local Rule 16-15.7.**

11 16. The failure to attend the pretrial conference or to submit timely in conformity  
12 with the format set forth in this order, the jury instructions, pre-trial exhibit stipulation, joint  
13 statement of the case, voir dire questions, summary of witness testimony and times estimates,  
14 proposed Pretrial Conference Order or the memorandum of contentions of fact and law may  
15 result in the dismissal of the action, striking the answer and entering default and/or the  
16 imposition of sanctions.

17 **17. Telephonic Status Conference:**

18 Telephonic status conferences are sometimes set by the court to discuss settlement  
19 status and other pending issues. If a telephonic status conference has been set, all counsel  
20 are ordered to discuss the matter with their clients and opposing counsel before the telephonic  
21 status conference. Plaintiff's counsel must make the arrangements and place the conference  
22 call. Plaintiff's counsel shall include all counsel of record and the Court on the date and time  
23 scheduled. The conference operator is to place the final call to the Court at (951) 328-4410.  
24 To assist the Court and staff, participants shall identify themselves each time they speak. No  
25 cellular telephones or speaker telephones will be allowed.

26 **Internet Site**

1 Counsel are encouraged to review the Central District's website for additional information.

2 The address is "http: //www.cacd.uscourts.gov".

3

4 The courtroom deputy clerk is ordered to serve a copy of this Order by mail, facsimile or  
5 e-mail on counsel for all parties to this action.

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7 IT IS SO ORDERED.


8 FEB 21 2007-

9 Dated: \_\_\_\_\_

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STEPHEN G. LARSON  
UNITED STATES DISTRICT JUDGE

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Joint Trial Witness Estimate Form

Case: \_\_\_\_\_ Trial Date: \_\_\_\_\_

	WITNESS NAME	PARTY CALLING WITNESS AND ESTIMATE	X-EXAMINER'S ESTIMATE	DESCRIPTION OF TESTIMONY	COMMENTS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
	Total Estimates This Page:				

**Instructions:**  
 (1) List witnesses (last name first); (2) For description, be extremely brief, e.g. "eyewitness to accident." Or "expert on standard of care"; (3) Use estimates within fractions of an hour, rounded off to the closest quarter of an hour. e.g. if you estimate 20 minutes, make it .25. An estimate of one and one-half hours would be 1.5. An estimate of three-quarters of an hour would be .75; (4) Note special factors in "Comments" column. e.g., "Needs interpreter." (5) Entries may be in handwriting if very neat and legible.