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United States District Court
For the Northern District of California

IN THE UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF CALIFORNIA
SAN FRANCISCO DIVISION

LaRae Brown,
Plaintiff,
v.
City of Oakland, et al.,
Defendants.

NO. C 08-03972 JW
FINAL PRETRIAL ORDER

On April 23, 2012, the Court conducted a Final Pretrial Conference. Counsel for all parties were present. In light of the discussion at the conference, the Court orders as follows:

- (1) At the Conference, the parties discussed a confidential Report that was prepared for Defendant City of Oakland after Plaintiff made certain complaints. Although the parties contended that this Report has been filed with the Court, a review of the docket indicates that no such Report has been filed to date. Accordingly, on or before **April 25, 2012**, the parties shall lodge a copy of the Report with chambers.
- (2) The trial schedule shall be as follows:

TRIAL SCHEDULE

Jury Selection	May 9, 2012 at 9 a.m.
Session 1 Sessions 2-5 Sessions 6-9 Session 10 Sessions 11-12 Sessions 13-14	May 9, 2012, 1-4 p.m. May 10 and 11, 2012, 9-12 noon & 1-4 p.m. May 15 and 16, 2012, 9-12 noon & 1-4 p.m. May 17, 2012, 9-12 noon May 22, 2012, 9-12 noon & 1-3 p.m. May 23, 2012, 9-12 noon & 1-4 p.m.
Argue & Submit	May 24, 2012 at 9 a.m.
Jury Deliberations	May 24-25 and 29-31, 2012, if necessary

Jury Selection

1. The entire panel will be sworn. The Court will inform the panel of the nature and duration of the case and ask any panel member to identify himself or herself if, due to the nature or duration of the case or any physical or personal problem, service would impose an extreme hardship. The Court will examine panel members claiming hardship and issue appropriate excuses.

2. The Clerk will call the names of all prospective jurors. Fourteen jurors will be seated in the jury box, and the others will be seated in the courtroom in the order in which their names are called.

3. The Court will conduct voir dire of the prospective jurors, including any Court-approved questions which have been previously submitted by counsel.

4. After the Court has completed voir dire, counsel shall ask for permission to approach the bench to inform the Court if counsel wish to challenge a particular juror or jurors for cause. If counsel wish to challenge for cause, the Court will determine a procedure for hearing the challenge. If parties do not indicate a desire to make legal challenges, the jury panel is deemed passed for cause, and the parties will be allowed to exercise any peremptory challenges.

5. Parties are required to responsively indicate any peremptory challenges. In multiple party cases, counsel are directed to elect and designate one of their number as "lead" counsel for the purpose of exercising joint challenges. The first 8 prospective jurors remaining after exercise of challenges shall be seated as jurors. If more than 8 jurors are to be chosen pursuant to Rule 48,

1 Fed.R.Civ.P., prior to jury selection, the Court will advise the parties of the number of jurors to be
2 chosen and the number of additional peremptory challenges to be allowed. **In this case, where**
3 **eight (8) jurors will be impaneled, Plaintiff will be allowed five (5) and Defendants will be**
4 **allowed five (5) peremptory challenges. Of Defendants' five peremptory challenges, three (3)**
5 **will be exercised jointly by Defendants, while each Defendant will have one additional**
6 **peremptory challenge to exercise independently.**

7 6. Before the remaining panel is excused, the Court will ask counsel if there is any legal
8 cause why the panel should not be sworn as the jury for the case. If a party should indicate a desire
9 to state legal cause, the Court will determine a time and procedure for ruling on those objections.
10 Any objections not stated are deemed waived.

11 **Exhibits**

12 7. On the day before the first day of trial, each party shall lodge with Chambers an exhibit
13 binder for the Court.

14 8. Unless otherwise ordered, all exhibits shall be in a format compatible with either the
15 video or digital evidence presentation system utilized by the Court for display after it is received into
16 evidence.

17 9. The parties are encouraged to stipulate to the admission into evidence of all exhibits. If
18 the parties stipulate to admissibility, the parties shall indicate, "I am going to show you Exhibit __,
19 which is in evidence by stipulation." The exhibit may be shown to the witness and the trier of fact
20 without being formally offered into evidence.

21 10. The proffering party shall retain custody of all exhibits, schedules, summaries, diagrams
22 or charts to be used at the trial.

23 **Trial Procedure**

24 11. In opening statements and in arguments to the jury, counsel shall not express personal
25 knowledge or opinion concerning any matter in issue; and shall not suggest to the jury directly or
26 indirectly, that it may or should request transcripts or the reading of any testimony by the reporter.

1 12. Counsel must question witnesses from the podium, using the microphone. Without
2 requesting permission, counsel may approach witnesses for any proper purposes.

3 13. Address all remarks to the Court, not to opposing counsel.

4 14. Refer to all persons, including witnesses, other counsel and the parties by their surnames
5 and not by their first or given names.

6 15. No demonstrative exhibits, charts, diagrams or enlargements shall be placed within sight
7 of the jury unless previously disclosed to opposing counsel.

8 16. In examining a witness, counsel shall not repeat or echo the answer given by the witness.

9 17. Counsel must stand when making an objection. Arguments on points of law or
10 evidentiary matters shall be made out of the presence of the jury. Thus, when objections or
11 responses to objections are made, only the legal basis of the objections and responses may be stated.

12 18. Offers of, or requests for, a stipulation should be made privately, not within the hearing
13 of the jury.

14 19. Conferences at the bench or sidebar are not favored by the Court. Counsel are
15 responsible for bringing any matters which require hearing out of the presence of the jury to the
16 attention of the Court during a time when the jury is not in session. Any sidebar conferences which
17 are allowed will be off the record. If any counsel wishes to place matters on the record, he or she
18 may so request, and the Court will make a responsive order.

19 20. Counsel have full responsibility to arrange for the appearance of witnesses during the
20 presentation of their case so as to eliminate delay caused by waiting for witnesses who have been
21 placed on call by counsel.

22 21. Unless an agreement to the contrary is entered into by opposing counsel, all nonparty or
23 nonexpert witnesses will be excluded from the courtroom when not testifying. When a witness has
24 completed his or her testimony, the witness is excused unless counsel indicates that he or she wishes
25 the witness to remain subject to being recalled. Any witness who has been excused from further
26 testimony may remain as a spectator. It will be the responsibility of counsel to make an
27 announcement at the time the witness steps down that he or she should remain in the environs of the
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1 Court for a reasonable time to permit such counsel an opportunity to secure and serve a subpoena
2 upon the witness and assume responsibility for his or her per diem and other expenses as provided
3 by governing rule or statute.

4 22. Counsel shall admonish all persons at counsel table that gestures, facial expressions,
5 audible comments, or the like, as manifestations of approval or disapproval during the testimony of
6 witnesses, or at any other time, are prohibited.

7 23. Counsel should never, in the presence of the jury, ask the Court reporter to mark or flag
8 a witness's answer to a particular question. Instead, make a note of the time and subject matter of
9 the testimony you want marked, and inform the reporter unobtrusively at the next recess. This is to
10 avoid the use of "marking" as a device for attracting the jury's attention to certain testimony.

11 24. Witness examination shall consist of direct examination, cross-examination and re-direct
12 examination. No recross-examination will be allowed without prior approval of the Court
13 specifically indicating the area for recross-examination. When there are multiple defense counsel,
14 they are directed to confer and designate to the Court the sequence in which they wish to be
15 recognized during trial for purposes of presenting opening statements and conducting cross-
16 examination of witnesses. If one counsel conducts the direct examination of a witness, that same
17 counsel must make objections when the witness is cross-examined. Counsel who will conduct the
18 cross-examination should object while the witness is on direct.

19 25. From and after the moment the case is called for trial, any objection, motion or other
20 application for relief made by any defense counsel, orally or in writing, shall be deemed to be
21 adopted and joined in by every other defendant, without announcement by counsel to that effect, and
22 the rulings of the Court shall be deemed applicable to each defendant unless otherwise stated at the
23 time the ruling is made. Accordingly, it shall be regarded as unnecessary and improper for counsel
24 to rise to "join in" an objection or motion. Rather, counsel should rise to be heard only for the
25 purpose of expressly opting out of an objection or motion if that is his or her position.

26 26. Counsel are directed to deliver to opposing counsel at the end of each trial day (if not
27 earlier) a list of witnesses counsel anticipates calling the next trial day.

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1 27. Counsel calling a non-client witness to testify should have no further discussions with
 2 that witness concerning the case or any aspect of his or her testimony after the witness has been
 3 tendered for cross-examination and until such time as the witness has been tendered back for redirect
 4 examination. At all other times, within the bounds of governing ethics and the law, counsel may
 5 engage in discussions with witnesses during trial.

6 28. Counsel are directed to schedule any matters to be heard out of the presence of the jury
 7 at a time other than that set for the presentation of evidence. Any time taken away from presentation
 8 of evidence to the trier of fact due to, for example, lengthy legal motions made during the time
 9 allocated to the presentation of evidence, or delays in the commencement of proceedings due to
 10 circumstances within the control of counsel, will be deducted from the time allocated for the
 11 presentation of evidence. Upon timely application based upon good cause, the Court may relieve a
 12 party of its stipulation to the agreed schedule.

13 29. It is the practice of the Court periodically to inform counsel of the Court's record of how
 14 much time each side has remaining for the presentation of evidence based upon the stipulated trial
 15 schedule.

16 30. In an effort to heighten juror comprehension and to sharpen the issues in dispute, after
 17 each witness has been excused, counsel may request permission to address the jury for purposes of
 18 commenting on the significance of the evidence. Commentary shall be limited to 5 minutes for each
 19 party. Commentary shall be opened by the side calling the witness (unless waived) and closed by
 20 the side cross-examining the witness. No rebuttal to commentary shall be allowed. Commentary
 21 must conform to the rules of evidence with respect to closing argument. Counsel are cautioned to
 22 avoid any appearance of stating principles of law which apply to the case or expressing any personal
 23 opinion concerning the credibility of witnesses. Time taken for commentary shall be deducted from
 24 the time allocated to each side for the presentation of evidence.

Instructing the Jury

26 31. The Court pre-instructs the jury as to preliminary matters immediately before opening
 27 statements, and finally instructs before arguments of counsel. Written instructions are provided to
 28 the jury upon retiring for deliberation.

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Jury Deliberations

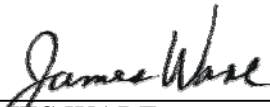
32. Counsel and litigants are not required to remain in the courtroom during jury deliberations; however, it is counsel's responsibility to keep the clerk fully informed as to counsel's whereabouts at all times, including the noon hour. Counsel are expected to return to the courtroom within five minutes after being notified to do so. Failure to be available will be deemed waiver of the right to be present.

33. The jury will be permitted to take a noon recess or other rest breaks without the necessity of reconvening, and to retire for the evening and resume their deliberations the next morning without reconvening.

Daily Trial Transcript

34. Any counsel desiring daily or expedited transcripts during trial should make immediate arrangements with the court reporter and should inform the Court and other counsel of such intentions.

Dated: April 23, 2012



JAMES WARE
United States District Chief Judge

1 **THIS IS TO CERTIFY THAT COPIES OF THIS ORDER HAVE BEEN DELIVERED TO:**

2 Celia M. Ruiz cmruiz@ruizlaw.com
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8 **Dated: April 23, 2012**

Richard W. Wieking, Clerk

9 **By: /s/ JW Chambers**
10 **Susan Imbriani**
11 **Courtroom Deputy**

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