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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

CHOTSANI HILT,  
Plaintiff,  
v.  
FORD MOTOR COMPANY,  
Defendant.

Case No. [23-cv-05203-JSC](#)

**PRETRIAL ORDER NO. 1: CASE  
SCHEDULE**

Following the Initial Case Management Conference held on January 11, 2024, IT IS  
ORDERED:

**I. CASE MANAGEMENT DEADLINES**

- |   |                    |
|---|--------------------|
| Initial Disclosures:                      | January 25, 2024   |
| Move/Stipulate to Amend Pleadings:        | January 25, 2024   |
| Move to Remand:                           | February 8, 2024   |
| Complete Private ADR:                     | May 30, 2024       |
| Fact Discovery Cut-Off:                   | August 23, 2024    |
| Expert Witness Disclosures:               | August 30, 2024    |
| Rebuttal Expert Witness Disclosures:      | September 13, 2024 |
| Expert Discovery Cutoff:                  | September 27, 2024 |
| Deadline for Filing Dispositive Motions:  | October 4, 2024    |
| Deadline for Hearing Dispositive Motions: | November 14, 2024  |

1 A further Case Management Conference is scheduled for **May 2, 2024<sup>1</sup> at 1:30 p.m.** via  
2 Zoom video. An updated Joint Case Management Conference Statement is due April 25, 2024.

3 **II. DISCOVERY DEADLINES**

4 All depositions must be noticed at least 30 days before the close of fact discovery. Any  
5 discovery-related letter briefs or motions are due one week after the close of fact discovery. The  
6 same rules apply to expert discovery. *See* N.D. Cal. Civ. L.R. 37-3.

7 **III. TRIAL DATE**

8 A. Jury trial will begin on February 17, 2025, at 8:30 a.m., in Courtroom 8, 19th Floor,  
9 U.S. District Court, 450 Golden Gate, San Francisco, California.

10 B. The Court is expecting the length of the trial to not exceed 5 court days.

11 **IV. PRETRIAL CONFERENCE**

12 A Final Pretrial Conference shall be held on January 23, 2025, at 2:00 p.m., in Courtroom  
13 8, 19th Floor. Lead trial counsel for each party shall attend.

14 A. At least seven days prior to date of the Final Pretrial Conference the parties shall do  
15 the following:

16 1. In lieu of preparing a Joint Pretrial Conference Statement, the parties shall  
17 meet and confer in person, and then prepare and file a jointly signed Proposed Final Pretrial Order  
18 that contains: (a) a brief description of the substance of claims and defenses which remain to be  
19 decided; (b) a statement of all relief sought; (c) all stipulated facts; (d) a joint exhibit list in  
20 numerical order, including a brief description of the exhibit and Bates numbers, a blank column  
21 for when it will be offered into evidence, a blank column for when it may be received into  
22 evidence, and a blank column for any limitations on its use; and (e) each party's separate witness  
23 list for its case-in-chief witnesses (including those appearing by deposition), including, for all such  
24 witnesses (other than party plaintiffs or defendants), a short statement of the substance of his/her  
25 testimony and, separately, what, if any, non-cumulative testimony the witness will offer. For each  
26 witness, state an hour/minute time estimate for the direct examination (only). Items (d) and (e)

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28 <sup>1</sup> The Court, it turns out, is unavailable April 25, 2024.

1 should be submitted as appendices to the proposed order. The proposed order should also state  
2 which issues, if any, are for the Court to decide, rather than the jury.

3           2.       File a joint set of proposed instructions on substantive issues of law  
4 arranged in a logical sequence. If undisputed, an instruction shall be identified as “Stipulated  
5 Instruction No. \_\_\_\_ Re \_\_\_\_\_,” with the blanks filled in as appropriate. If disputed, each  
6 version of the instruction shall be inserted together, back to back, in their logical place in the  
7 overall sequence. Each such disputed instruction shall be identified as, for example, “Disputed  
8 Instruction No. \_\_\_\_ Re \_\_\_\_\_ Offered by \_\_\_\_\_,” with the blanks filled  
9 in as appropriate. All disputed versions of the same basic instruction shall bear the same number.  
10 Any modifications to a form instruction must be plainly identified. If a party does not have a  
11 counter version and simply contends that no such instruction in any version should be given, then  
12 that party should so state (and explain why) on a separate page inserted in lieu of an alternate  
13 version. With respect to form preliminary instructions, general instructions, or concluding  
14 instructions, please simply cite to the numbers of the requested instructions in the current edition  
15 of the Ninth Circuit Model Jury Instructions. Other than citing the numbers, the parties shall not  
16 include preliminary, general, or concluding instructions in the packet.

17           3.       File a separate memorandum of law in support of each party’s disputed  
18 instructions, if any, organized by instruction number.

19           4.       File a joint set of proposed voir dire questions supplemented as necessary  
20 by separate requests.

21           5.       File trial briefs on any controlling issues of law.

22           6.       File proposed verdict forms, joint or separate.

23           7.       File and serve any objections to exhibits.

24           8.       File a joint simplified Statement of the Case to be read to the jury during  
25 voir dire as part of the proposed jury instructions. Unless the case is extremely complex, this  
26 statement should not exceed one page.

27           B.       Any motions in limine shall be submitted as follows: at least twenty (20) calendar  
28 days before the conference, the moving party shall serve, but not file, the opening brief. At least

1 ten (10) calendar days before the conference, the responding party shall serve the opposition.  
2 There will be no reply. When the oppositions are received, the moving party should collate the  
3 motion and the opposition together, back-to-back, and then file the paired sets at least seven (7)  
4 calendar days before the conference. Each motion should be presented in a separate memorandum  
5 and properly identified, for example, "Plaintiff's Motion in Limine No. 1 to Exclude . . . ." Each  
6 party is limited to bringing five motions in limine. The parties are encouraged to stipulate where  
7 possible, for example, as to the exclusion of witnesses from the courtroom. Each motion should  
8 address a single, separate topic, and contain no more than seven pages of briefing per side.

9 C. Hard-copy courtesy copies of the above documents shall be delivered by NOON  
10 the day after filing. The Joint Proposed Final Pretrial Order, jury instructions, and verdict form  
11 shall also be submitted via e-mail as Word attachments to [jsc\\_settlement@cand.uscourts.gov](mailto:jsc_settlement@cand.uscourts.gov). The  
12 Court requests that all hard-copy submissions be three-hole-punched.

13 **V. PRETRIAL ARRANGEMENTS**

14 A. Should a daily transcript and/or real-time reporting be desired, the parties shall  
15 make arrangements with Kristen Melen, Supervisor of the Court Reporting Services, at  
16 (415) 522-2079, at least ten (10) calendar days prior to the trial date.

17 B. During trial, counsel may wish to use overhead projectors, laser-disk/computer  
18 graphics, poster blow-ups, models, or specimens of devices. Equipment should be shared by all  
19 counsel to the maximum extent possible. The Court provides no equipment other than an easel.  
20 The United States Marshal requires a court order to allow equipment into the courthouse. For  
21 electronic equipment, parties should be prepared to maintain the equipment or have a technician  
22 handy at all times. The parties shall tape extension cords to the carpet for safety. The parties may  
23 work with the deputy clerk, Ada Means (415-522-2015), on all courtroom-layout issues.

24 **SCHEDULING**

25 Trial will be conducted from 8:30 a.m. to 2:30 or 3:00 p.m., depending on the availability  
26 of witnesses, Monday through Friday. Counsel must arrive by 8:15 a.m., or earlier as needed, for  
27 any matters to be heard out of the presence of the jury. The jury will be called at 8:30 a.m.

28 **THE JURY**



1 same witness on cross-examination (other than for impeachment). The first notice shall be  
2 exchanged prior to the first day of trial. All such notices shall be provided in writing.

3 **EXHIBITS**

4 A. Prior to the Final Pretrial Conference, counsel must meet and confer in person to  
5 consider all exhibit numbers and objections and to eliminate duplicate exhibits and confusion over  
6 the precise exhibit.

7 B. Use numbers only, not letters, for exhibits, preferably the same numbers as were  
8 used in depositions. Blocks of numbers should be assigned to fit the need of the case (e.g.,  
9 Plaintiff has 1 to 100, Defendant A has 101 to 200, Defendant B has 201 to 300, etc.). A single  
10 exhibit should be marked only once. If the plaintiff has marked an exhibit, then the defendant  
11 should not re-mark the exact document with another number. Different versions of the same  
12 document, e.g., a copy with additional handwriting, must be treated as different exhibits with  
13 different numbers. To avoid any party claiming “ownership” of an exhibit, all exhibits shall be  
14 marked and referred to as “Trial Exhibit No. \_\_\_\_\_,” not as “Plaintiff’s Exhibit” or “Defendant’s  
15 Exhibit.”

16 C. Exhibits tags: Exhibits must be labeled in the lower right-hand corner with the  
17 exhibit number in a prominent, bold typeface.

18 D. Counsel must consult with each other and with the deputy clerk at the end of each  
19 trial day and compare notes as to which exhibits are in evidence and any limitations thereon. If  
20 there are any differences, counsel should bring them promptly to the Court’s attention.

21 E. The parties shall provide the Court with one official set of the record exhibits seven  
22 (7) days before the Pretrial Conference. Each exhibit must be separated with a label divider  
23 identifying the exhibit number. Spine labels should indicate the numbers of the exhibits that are in  
24 the binders. At trial, the parties shall provide individual witness exhibit binders which contain all  
25 the exhibits the parties expect to use with the witness. The parties shall provide two copies of each  
26 witness binder: one for the witness and one for the Court.

27 F. Before the closing arguments, counsel must confer with the deputy clerk to make  
28 sure the exhibits in evidence are in good order.

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G. Exhibit notebooks for the jury will not be permitted without prior permission from the Court. Publication must be by poster blow-up, overhead projection, or such other method as is allowed in the circumstances. It is permissible to highlight, circle or underscore in the enlargements as long as it is clear that it was not on the original.

**CHARGING CONFERENCE**

As the trial progresses and the evidence is heard, the Court will fashion a comprehensive set of jury instructions to cover all issues actually being tried. Prior to the close of the evidence, the Court will provide a draft final charge to the parties. After a reasonable period for review, one or more charging conferences will be held at which each party may object to any passage, ask for modifications, or ask for additions. Any instruction request must be renewed specifically at the conference or it will be deemed waived, whether or not it was requested prior to trial. If, however, a party still wishes to request an omitted instruction after reviewing the Court’s draft, then it must affirmatively re-request it at the charging conference in order to give the Court a fair opportunity to correct any error. Otherwise, as stated, the request will be deemed abandoned or waived.

**IT IS SO ORDERED.**

Dated: January 11, 2024

  
\_\_\_\_\_  
JACQUELINE SCOTT CORLEY  
United States District Judge