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4 UNITED STATES DISTRICT COURT
5 NORTHERN DISTRICT OF CALIFORNIA

6 TERRI ADAMS,
7 Plaintiff,

8 v.

9 CITY OF HAYWARD, et al.,
10 Defendants.
11

Case No. 14-cv-05482-KAW

CASE MANAGEMENT AND PRETRIAL
ORDER FOR JURY TRIAL

12 1. TRIAL DATE

13 a. Jury trial will begin on December 7, 2015 at 9:00 a.m. at the U.S. District Court,
14 1301 Clay Street, Oakland, California. For courtroom number and floor information, please check
15 the Court's on-line calendar at www.cand.uscourts.gov/judgeswkcal one week prior to trial, or call
16 Susan Imbriani (Judge Westmore's Courtroom Deputy) at (510) 637-3525.

17 b. The length of the trial will be not more than 5 days. The Court may shorten the
18 allotted time as it deems appropriate, and may also allocate a fixed number of hours for each side.
19 Court hours for trial normally are 9:00 a.m. to 3:00 p.m., subject to the Court's availability.

20 2. DISCOVERY AND EXPERT DISCLOSURES

- 21 a. All non-expert discovery shall be completed by October 5, 2015.
22 b. Experts shall be disclosed and reports provided by October 5, 2015.
23 c. Rebuttal experts shall be disclosed and reports provided by October 12, 2015.
24 d. All discovery from experts shall be completed by October 30, 2015.

25 3. PRETRIAL MOTIONS

- 26 a. The last day for hearing dispositive motions shall be October 1, 2015.
27 b. Only one summary judgment motion may be filed by each side, absent leave of
28 court. Leave of court may be sought if multiple parties comprise one or both sides.

1 Leave of court may be obtained by filing a motion for administrative relief pursuant
2 to Civ. L. R. 7-11, or by requesting a case management conference or informal
3 telephone conference.

4 c. Separate statements of undisputed facts in support of or in opposition to motions
5 for summary judgment shall NOT be filed. See Civil L. R. 56-2. The parties may
6 file a truly joint statement of undisputed facts only if all parties agree that the facts
7 are undisputed.

8 d. Objections to evidence may no longer be filed separately but must be contained
9 within the opposition or reply brief or memorandum. Civil L. R. 7-3.

10 e. Each party filing or opposing a motion shall also serve and file a proposed order
11 which sets forth the relief or action sought and a short statement of the rationale of
12 decision, including citation of authority that the party requests the court to adopt.

13 f. Chambers copies of each electronically-filed dispositive motion must include on
14 each page the running header created by the ECF system and must be delivered to
15 the Clerk's Office by noon the day following its filing. All documents must be
16 stapled or bound by a two-pronged fastener, and all exhibits to declarations or
17 requests for judicial notice must be tabbed.

18 g. In addition, counsel shall email copies of all motions for summary judgment in
19 standard Word format (.doc or .docx, and not .pdf format) to
20 kawpo@cand.uscourts.gov.

21 4. ALTERNATIVE DISPUTE RESOLUTION/SETTLEMENT CONFERENCE

22 The parties are ordered to participate in Early Neutral Evaluation through the Northern
23 District ADR program, which shall be completed by May 26, 2015.

24 5. PRETRIAL CONFERENCE

25 a. A pretrial conference shall be held on November 24, 2015 at 3:00 p.m. Lead
26 counsel who will try the case (or the party if pro se) must attend. The timing of disclosures
27 required by Federal Rule of Civil Procedure 26(a)(3) and other pretrial disclosures shall be
28 governed by this order.

1 b. By October 23, 2015, thirty (30) days prior to the date of the pretrial conference,
2 lead counsel shall meet and confer regarding:

- 3 (1) Preparation and content of the joint pretrial conference statement;
- 4 (2) Preparation and exchange of pretrial materials to be served and lodged
5 pursuant to paragraph 5(c) below; and
- 6 (3) Settlement of the action.

7 c. By November 4, 2015, twenty (20) days prior to the pretrial conference, counsel
8 and/or parties shall:

- 9 (1) Serve and file a joint pretrial statement that includes the pretrial disclosures
10 required by Federal Rule of Civil Procedure 26(a)(3) as well as the
11 following supplemental information:
 - 12 (a) The Action.
 - 13 (i) Substance of the Action. A brief description of the substance
14 of claims and defenses which remain to be decided.
 - 15 (ii) Relief Prayed. A detailed statement of all the relief claims,
16 particularly itemizing all elements of damages claimed as
17 well as witnesses, documents or other evidentiary material
18 to be presented concerning the amount of those damages.
 - 19 (b) The Factual Basis of the Action.
 - 20 (i) Undisputed Facts. A plain and concise statement of all
21 relevant facts not reasonably disputable, as well as which
22 facts parties will stipulate for incorporation into the trial
23 record without the necessity of supporting testimony or
24 exhibits.
 - 25 (ii) Disputed Factual Issues. A plain and concise statement of all
26 disputed factual issues which remain to be decided.
 - 27 (iii) Agreed Statement. A statement assessing whether all or part
28 of the action may be presented upon an agreed statement of

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facts.

(iv) Stipulations. A statement of stipulations requested or proposed for pretrial or trial purposes.

(c) Disputed Legal Issues.

Without extended legal argument, a concise statement of each disputed point of law concerning liability or relief, citing supporting statutes and decisions.

(d) Trial Preparation.

(i) Witnesses to Be Called. With regard to witnesses disclosed pursuant to Federal Civil Rule of Civil Procedure 26(a)(3)(A), a brief statement describing the substance of the testimony to be given.

(ii) Estimate of Trial Time. An estimate of the number of hours needed for the presentation of each party's case, indicating possible reductions in time through proposed stipulations, agreed statements of facts, or expedited means of presenting testimony and exhibits.

(iii) Use of Discovery Responses. Designate excerpts from discovery that the parties intend to present at trial, other than solely for impeachment or rebuttal, from depositions specifying the witness page and line references, from interrogatory answers, or from responses to requests for admission.

(e) Trial Alternatives and Options.

(i) Settlement Discussion. A statement summarizing the status of settlement negotiations and indicating whether further negotiations are likely to be productive.

(ii) Amendments, Dismissals. A statement of requested or

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proposed amendments to pleadings or dismissals of parties,
claims or defenses.

(f) Miscellaneous.

Any other subjects relevant to the trial of the action or material to its
just, speedy and inexpensive determination.

- (2) Serve and file trial briefs (not to exceed 25 pages), which shall specify each cause of action and defense remaining to be tried along with a statement of the applicable legal standard (no opposition shall be filed);
- (3) Serve and file no more than ten motions in limine, which shall be filed in one document not to exceed 25 pages;
- (4) Serve and file proposed voir dire questions, jury instructions, verdict forms and excerpts from discovery that will be offered at trial (include a copy of the deposition testimony or admission). The parties shall submit proposed jury instructions **jointly**. If there are any instructions on which the parties cannot agree, those instructions may be submitted separately. The parties shall submit a **jointly prepared** proposed form of verdict, or, if the parties cannot agree, their respective proposals;
- (5) Serve and file an exhibit setting forth the qualifications and experience for each expert witness;
- (6) Serve and file a list of each party's exhibits by number (plaintiff) or letter (defendant), including a brief statement describing the substance and purpose of each exhibit and the name of the sponsoring witness;
- (7) Exchange exhibits which shall be premarked with an exhibit sticker tabbed and in binders. Plaintiff shall use numbers (1, 2, 3, etc.) and defendant shall use numbers preceded by a letter (A-1, A-2, A-3, etc.). Additional parties shall also use a letter preceding numbers (B-1, B-2, B-3, or C-1, C-2, C-3, etc.); and
- (8) Deliver three sets of all premarked exhibits to chambers, tabbed and in

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binders (exhibits are not to be filed). The exhibits shall be marked with the following tag (or similar):

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA
Case No. _____
Trial Exhibit _____
Date Admitted _____
By: _____ Susan Imbriani Deputy Clerk

No party shall be permitted to call any witness or offer any exhibit in its case in chief that is not disclosed in its pretrial statement, exchanged with opposing counsel, and delivered to the Court, twenty (20) days prior to the pretrial conference, without leave of the Court and for good cause. Furthermore, all parties are reminded of their disclosure duties under Federal Rule of Civil Procedure 26. Any document or witness that should have been disclosed under Rule 26 will not be introduced at trial.

d. By November 13, 2015, ten (10) days prior to the pretrial conference, after meeting and conferring in a good faith attempt to resolve any objections, counsel and/or parties shall serve and file: (1) any objections to exhibits or to use of deposition excerpts or other discovery; (2) any objections to witnesses, including the qualifications of an expert witness; (3) any objection to proposed voir dire questions, jury instructions and verdict forms that the parties have been unable in good faith to resolve; (4) any opposition to a motion in limine. No replies shall be filed. The parties shall not file separate objections, apart from those contained in the motions in limine, to the opposing party's witness list, exhibit list or discovery designations.

e. All motions shall be heard at the pretrial conference unless otherwise ordered.

6. JURY TRIAL

a. The attached voir dire questionnaire (or similar) shall be given or presented to the venire members to be answered orally in Court. Counsel shall submit an agreed upon set of additional voir dire questions to be posed by the Court. Any voir dire questions on which counsel

1 cannot agree may be submitted separately. Counsel shall be allowed brief follow-up voir dire after
2 the Court's questioning.

3 b. The following jury instructions from the Ninth Circuit Manual of Model Civil Jury
4 Instructions (available on the Ninth Circuit website at <http://www.ce9.uscourts.gov>) shall be given
5 absent objection: 1.1-1.2, 1.6-1.14, 1.18, 2.11, 3.1-3.3. Counsel shall submit jointly an agreed
6 upon set of case specific instructions, using the Ninth Circuit Manual where appropriate. Do not
7 submit duplicates of those listed above. Any instructions on which counsel cannot agree may be
8 submitted separately. Each requested instruction shall be typed in full on a separate page with
9 citations to the authority upon which it is based and a reference to the party submitting it. A
10 second blind copy of each instruction and verdict form shall also be submitted omitting the
11 citation to authority and the reference to the submitting party.

12 7. In addition to electronic filing, Counsel shall email copies of all proposed jury instructions,
13 motions in limine, forms of verdict, and trial briefs in standard Word format (.doc or .docx, not
14 .pdf format) to kawpo@cand.uscourts.gov.

15 8. SUMMARY OF DATES

16 Trial	December 7, 2015
17 Pretrial Conference	November 24, 2015
18 Objections	November 13, 2015
19 Joint Pretrial Statement	November 4, 2015
20 Meet and Confer	October 23, 2015
21 Last day to Hear Dispositive Motions	October 1, 2015
22 Close of Expert Discovery	October 30, 2015
23 Rebuttal Expert Disclosure and Reports Provided	October 12, 2015
24 Expert Disclosure and Reports Provided	October 5, 2015
25 Non-Expert Discovery Cut-off	October 5, 2015
26 ENE Completion	May 26, 2015
27 Deadline to Amend Pleadings	April 20, 2015

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A further Case Management Conference is scheduled for June 23, 2015 at 1:30 p.m. An updated Joint Case Management Conference statement is due June 16, 2015.

IT IS SO ORDERED.

Dated: 03/20/15


KANDIS A. WESTMORE
United States Magistrate Judge

JUROR QUESTIONNAIRE

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Please fill out this form as completely as possible and print clearly. Since we want to make copies for the attorneys and the Court, do not write on the back of any page. If you need more room, continue at the bottom of the page. Thank you for your cooperation.

1. Your name:

2. Your age: _____

3. The city where you live: _____

How long have you lived there: _____

4. Your place of birth: _____

5. Do you rent or own your own home? _____

6. Your marital status: (circle one)

single married live with partner separated divorced widowed

7. What is your occupation, and how long have you worked in it? (If you are retired, please describe your main occupation when you were working).

8. Who is (or was) your employer?

9. Please list the occupations of any adults with whom you live.

10. If you have children, please list their ages and gender and, if they are employed, please give their occupations.

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11. Please describe your educational background:
Highest grade completed: _____
College and/or vocational schools you have attended:

Major areas of study: _____
12. Have you ever served on a jury before? _____ How many times? _____
If yes: State/County Court _____ Federal Court _____
When? _____
Was it a civil or criminal case? _____
Did the jury(ies) reach a verdict? _____
13. Have you ever served on a grand jury? _____
If yes: State/County Court _____ Federal Court _____
When? _____
Was it a civil or criminal? _____
14. Have you ever served in the military? _____
If yes: Country you served _____
Branch _____
Length of Service _____
Last Rank _____
15. Attached is a list of the parties in this case, the law firms representing the parties, attorneys in this case, and persons who are potential witnesses in this case. Do you know, or think you know, any of the persons listed?
Yes: _____ No: _____
If so, make a checkmark next to their name.