

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF PENNSYLVANIA**

	:	
Plaintiff(s),	:	CIVIL ACTION
	:	No.
v.	:	
	:	
	:	
Defendant(s).	:	

**CIVIL BENCH TRIAL SCHEDULING ORDER**

**AND NOW**, this \_\_\_\_ day of \_\_\_\_\_ it is **ORDERED** as follows:

1. A **Civil Bench Trial** will commence on \_\_\_\_\_ at \_\_\_\_\_ in Courtroom 7-B on the 7th Floor, U.S. Courthouse, 601 Market St., Philadelphia, PA.
2. A **Final Pretrial Conference** will be held on \_\_\_\_\_ at \_\_\_\_\_ in Chambers, Room 7613, U.S. Courthouse, 601 Market St., Philadelphia, PA.
3. Prior to the filing of any pretrial submissions, the parties are to meet and confer in an effort to reach agreement on matters to be covered in their pretrial memoranda. These matters will be addressed at the final pretrial conference.
4. Pretrial deadlines are as follows:
  - Exchange of exhibits due on or before:<sup>1</sup> \_\_\_\_\_.
  - Plaintiff’s pretrial memorandum and trial memorandum due on or before: \_\_\_\_\_.
  - Defendant’s pretrial memorandum and trial memorandum due on or before: \_\_\_\_\_.
  - Motions in limine due on or before: \_\_\_\_\_.
  - Response to motions in limine due on or before: \_\_\_\_\_.
5. The pretrial memorandum of each party must include the following:<sup>2</sup>

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<sup>1</sup> Exhibits need not be filed.

<sup>2</sup> Failure to file objections to any proposed witnesses, exhibits, or depositions may result in a waiver of those objections.

- A brief statement of the facts of the case.
    - Defendant(s) must identify any relevant factual disputes.
  - A list of items of monetary damages claimed.
  - A list showing the names of all witnesses the party submitting the memorandum intends to call at trial. Liability and damages witnesses must be designated separately.
  - A schedule of all exhibits to be offered at trial by the party.
  - Objections to any proposed witnesses.
  - Objections to any proposed exhibits (including objections to genuineness and authenticity).
  - Objections to any proposed videotaped testimony.
  - Objections to any proposed depositions to be read at trial.
  - An estimate of the number of days required for trial.
  - Special comments, if any, regarding legal issues, stipulations, amendments of pleadings, or other appropriate matters.
6. The separate trial memorandum of each party must address important legal issues and include citation to legal authority.
7. Two hard copies of all pretrial submissions must be provided to chambers. **Submissions must be printed single-sided on three-hole punched paper. Do not staple submissions.**
8. Prior to trial, each party must submit two marked copies of the exhibits and three copies of the exhibit list to chambers.
9. After trial, the parties will be given a deadline to submit findings of fact and conclusions of law.

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ANITA B. BRODY, J.