

## JUDGE HEY'S STANDING ORDER RE PRETRIAL STIPULATION

### (BENCH TRIAL)

In lieu of pretrial memoranda or a Final Pretrial Order, under Local Rules 16.1(d)(1) and (2), a Pretrial Stipulation shall be submitted, containing the following:

1. Agreed facts. A conscientious effort should be made to narrow the areas of dispute.
2. Each party's disputed facts.
3. Each party's exhibits, as marked for trial. (Any objections to authenticity should be noted or will be considered waived. Exhibits shall be provided to the Court in the form of a jointly prepared, loose leaf Exhibit Book separately numbering Joint Exhibits, Plaintiff's Exhibits, and Defendant's Exhibits.) If counsel expect to utilize oversized exhibits, please make the court aware so that we may make arrangements with Court Security Officers.
4. Each party's witnesses and the subject matter of the witness's testimony.
5. Unusual issues - contentions and authority.
6. Proposed findings of fact and conclusions of law to be submitted in hard copy and emailed to the law clerk assigned to the case.
7. A statement of electronic equipment that each side will be bringing for the presentation of its case and any request for additional electronic equipment that counsel will request the court to provide. Judge Hey has a fully electronic courtroom. If you require assistance with the electronics, please call Ed Morrissy at 267-299-7044.
8. The signed approval of trial counsel for each party.

**IT SHALL BE THE RESPONSIBILITY OF PLAINTIFF'S COUNSEL TO CIRCULATE A DRAFT OF THIS PRETRIAL STIPULATION AT LEAST ONE WEEK BEFORE IT IS DUE.**