

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

**PRETRIAL CONFERENCE REQUIREMENTS**

At least seven days prior to the Pretrial Conference, each counsel shall docket a Pretrial Conference Memorandum which includes the following:

1. A brief narrative of the case, not to exceed three pages, double spaced.
2. A witness list, with a description of the testimony anticipated from each witness, not to exceed two sentences each.
3. A list of all exhibits intended to be used at trial.
4. Agreed or requested stipulations.
5. Anticipated length of trial.
6. Any unavailable dates of counsel or parties.

The Court will consider a witness or counsel to be unavailable due to a court attachment, a prepaid vacation/business trip, a scheduled medical procedure or a significant life event such as a child's wedding or graduation.

7. A list of the types and amounts of damages claimed.
8. In the case of a jury trial, the most recent settlement negotiations.
  - a. Settlement negotiation should not be provided if a matter is scheduled as a bench trial.
9. Whether the parties jointly agree to have an in-person settlement conference conducted as part of the Pretrial Conference.

The Court will conduct settlement negotiations as part of the Pretrial Conference. Should counsel not choose to have an in-person settlement discussion, the parties should be immediately available by phone during the conference.

**Failure to submit a Pretrial Conference Memorandum or failure to list a witness or exhibit on this disclosure, may result in the preclusion of that evidence or testimony.**