

INSTRUCTIONS FOR PREPARING FINAL PRETRIAL ORDER

1. Although primary responsibility for the preparation of the Final Pretrial Order lies with plaintiff's attorney, full cooperation and assistance on the part of defendant's attorney is expected and required.
2. The parties are directed to stipulate to the authenticity of exhibits and shall indicate in the Final Pretrial Order those exhibits to which authenticity has not been stipulated and specific reasons why not.
3. The Final Pretrial Order should be submitted to the trial judge 3 days before the date of the Final Pretrial Conference or as otherwise directed by the Court. The parties are encouraged to review the procedures for each judge as outlined on the Court's website.
4. Failure to comply with the substance or intent of these instructions may result in appropriate sanctions pursuant to Federal Rules 16 or 37 and 28 U.S.C. § 1927, among others.
5. The Court greatly appreciates any and all efforts on the part of counsel to be brief and concise in preparing pretrial memoranda and findings of fact and conclusions of law.