

MEMORANDUM TO: Parties
FROM: Senior Judge Zita L. Weinshienk
RE: Trial Procedure - Civil Cases

I would like to outline the procedures which I intend to use in the trial of civil cases. Please READ CAREFULLY and familiarize yourself with these procedures and the attached checklist before trial. Also, please read the Local Rules Of Practice with the latest amendments. You are welcome to call my staff at 303-844-2784 if you need any clarification or assistance.

We use one lectern in Courtroom A801, which is located on the eighth floor of the Alfred A. Arraj United States Courthouse, 901 19th Street, Denver, Colorado 80294. Each attorney should address the Court and witnesses from the lectern. The courtroom deputy clerk will handle the exhibits, presenting them to the witnesses upon request. Instead of saying, "I hand you what has been marked for identification as Plaintiff's Exhibit 5," you simply may say, "Please look at Plaintiff's Exhibit 5," and the exhibit will be placed before the witness.

On the first day of trial, counsel are requested to be in the courtroom at least 30 minutes before the scheduled time. At that time the attorneys must give the courtroom deputy clerk the original and two copies of both the Exhibit List and Witness List, as well as the marked exhibits and original depositions to be used at trial. Please advise the courtroom deputy clerk of any late or anticipated filings to ensure that all necessary documents are present during trial. I will be available for any preliminary matters. Unless otherwise set, the normal trial day will begin at 10:30 a.m. on Mondays and 9:30 a.m. on other days, with a 1 hour luncheon recess, usually starting at 12:30. Longer luncheon recesses will be allowed if needed. Normally, trial will run to 5:00 p.m. Usually, there will be a 15 minute mid-morning recess and a 15 minute mid-afternoon recess.

The courtroom deputy clerk most familiar with my courtroom is LaDonne Bush, who may be reached at 303-335-2092. Questions or requests regarding courtroom technology may be directed to the IT Division (Automation) at 303-335-2020. Requests for court reporter services such as daily copy should be made 30 days in advance of the trial date, and may be directed to Charlotte Hoard with Courtroom Services at 303-335-2100. Counsel should advise the courtroom deputy clerk, Automation, or Chambers staff in advance of trial whether any special accommodations need to be made pursuant to the ADA.

I appreciate your cooperation and courtesy in working with each other and the Court to achieve our common goal of a fair trial of the issues in your case.