

PRACTICE STANDARDS

(Civil cases)

**JUDGE RAYMOND P. MOORE
UNITED STATES DISTRICT COURT
DISTRICT OF COLORADO**

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Alfred A. Arraj United States Courthouse**

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PRACTICE STANDARDS CIVIL ACTIONS

I. INTRODUCTION

A. Purpose and Authority

Consistent with Fed. R. Civ. P. 1, these practice standards are intended to secure the just, speedy, and inexpensive determination of every civil action.

Upon request and for good cause, these practice standards may be modified by orders entered in specific cases.

B. Relation to Local Rules

These practice standards supplement, but do not supplant or supersede, the Local Rules or the Electronic Case Filing Procedures. To the extent that there is a direct conflict between these practice standards and the requirements of the Electronic Case Filing Procedures, the Electronic Case Filing Procedures control. In circumstances in which these practice standards and Electronic Case Filing Procedures contain different, but not directly inconsistent, requirements, parties should comply with both sets of procedures to the extent possible.

C. Access to Local Rules & Electronic Case Filing Procedures

1. Copies of the local rules are available through the "Local Rules" link on the District of Colorado's home page at <http://www.cod.uscourts.gov>, and/or from the Clerk of Court in Room A105.
2. Copies of these practice standards are available through the "Judicial Officers' Procedures" link on the District of Colorado's home page at <http://www.cod.uscourts.gov> and/or from the Clerk of Court in Room A105.
3. The Court calendar for the pending week is available through the "Judicial Officers' Calendars" link on the District of Colorado's home page at <http://www.cod.uscourts.gov>.

II. GENERAL PROCEDURES

A. Applicable Rules

Those appearing in the District Court must know and follow:

1. The Federal Rules of Civil Procedure;
2. The Federal Rules of Evidence;

3. The Local Rules of Practice of the United States District Court for the District of Colorado; and
4. The United States District Court for the District of Colorado Electronic Case Filing Procedures (Civil Cases).

B. Communications with Chambers

1. Unless specifically authorized, neither counsel nor pro se litigants may communicate about a case by letter to the Court. All communications must be made in the form of a motion, brief, notice, or status report, served on all opposing counsel and pro se parties, and filed as required by the Electronic Case Filing Procedures.
2. No courtesy copy for chambers is required unless a paper is filed less than 48 hours before a hearing. When directed by Local Rule, these Practice Standards, or the Judge to submit a document directly to Chambers, e.g., proposed orders, jury instructions, voir dire questions, etc., parties should submit documents as an e-mail attachment addressed to: Moore_Chambers@cod.uscourts.gov). Documents submitted directly to Chambers in this manner should NOT be filed with the Clerk of Court using CM/ECF. The proposed order or document should be submitted as an attachment preferably in MS Word, using an Arial 12 point font or other easily readable font. PDF format is not acceptable. The subject line of the e-mail message should identify the case name, number and the title of the document attached.
3. For information about filing documents electronically please contact the ECF Help Desk at 1-866-365-6381 or 303-335-2050. If you have questions about the status of a motion or order, please utilize the PACER system at <http://www.co.uscourts.gov>.
4. For information regarding the courtroom, including telephonic connection, courtroom equipment and technology, courtroom protocol, trial preparation, use of deposition transcripts, the submission of trial exhibits and witness lists, or the use of exhibits at trial, please contact my Courtroom Deputy, Nick Richards, at 303-335-2180.
5. Chambers staff is not authorized to give legal advice or grant oral requests over the telephone, so please do not contact Chambers about substantive matters. For procedural information or assistance regarding a case, including scheduling of hearings or trials, please contact my Judicial Assistant, Deanne Bader, at 303-335-2784.

6. If you need to order a transcript or reach the Court Reporter, please contact my Court Reporter, Tamara Hoffschmidt, at 303-335-2107.

C. Citations

1. Citations shall be made pursuant to the most current edition of THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION.
2. Specific references in the form of pinpoint citations should be used to identify relevant excerpts from a document. Whenever practicable, a citation to an unpublished opinion should include its Westlaw® citation.
3. These practice standards should be cited as Civ. Practice Standard, Part, Section, Subsection, Paragraph, and Subparagraph (e.g., Civ. Practice Standard II.D.3).

D. Typeface and Spacing

All papers filed with the court by anyone other than a judicial officer shall be double spaced and in an easily readable font. Although no particular font is required, Arial 12 point font (exclusive of footnotes and endnotes) is encouraged.

E. Settlement

1. Settlement discussions are encouraged at all phases of the litigation process. However, hearings, trials and pretrial deadlines will not be continued or vacated to facilitate settlement negotiations or alternative dispute resolution, or in anticipation of the filing of settlement documents.
2. If a settlement is reached before a hearing or trial, please advise the Judge's Chambers as soon as possible. If a matter is resolved during the weekend before trial, please file a notice via CM-ECF as soon as possible. However, no deadline, hearing or trial will be vacated, except upon the filing of papers sufficient to resolve the matter and issuance of an order. If counsel and/or any pro se party are unable to file the appropriate documents before the hearing or trial, counsel and/or any pro se party shall appear at the scheduled hearing or trial to memorialize the settlement on the record. The Local Rules require that in order to avoid assessment of jury costs, the parties must notify the Court of a settlement before noon on the last business day before the scheduled trial date. See D.C.COLO.LCivR 54.2.

F. Partial Case Settlement/Dismissal

If fewer than all claims or defenses are resolved by a settlement, a motion requesting approval of same shall specify what claims, defenses and parties will be affected by the settlement/dismissal and which will remain. The proposed order shall set out a proposed revised caption, deleting parties whose claims have been resolved, to be used on all subsequent pleadings.

III. COURTROOM PROCEDURES

A. Court Appearances

1. Unless otherwise directed, all matters to be heard by the Article III judge to whom the case has been drawn will be heard in the Courtroom assigned to that Judge. Matters to be heard by the Magistrate Judge will be in the courtroom assigned to that magistrate judge.
2. Court time is valuable to litigants, counsel, and court staff. Counsel should arrive one-half hour before any scheduled hearing or trial and confer to confirm what issues are in dispute and what stipulations can be made.

B. Courtroom Organization and Protocol

1. Plaintiff's table is closest to the jury box. There is one lectern in the courtroom at which all counsel and parties shall stand to make any statement or argument. Counsel may object by standing at counsel table.
2. Please observe traditional courtroom decorum: stand when addressing the court, address the court as "Your Honor," and request permission to approach the bench. It will not normally be necessary for counsel to approach a witness on the stand. The Courtroom Deputy, upon request of counsel, will hand a witness an exhibit. If you have a question about courtroom protocol, please contact the Judge's Courtroom Deputy, Nick Richards, at 303-335-2180.

C. Recording of Proceedings

The official record of all trials and proceedings will be taken either by a real time reporter or by electronic sound recording (audiotape). Prior to the beginning of any proceeding, please provide the Court Reporter with your business card. Transcripts of proceedings may be ordered from the Court Reporter, Tamara Hoffschmidt, at 303-335-2107. Requests for real time, daily, or hourly copy must be made at least fourteen days before the trial or hearing.

D. Audio Visual Aids

The court has a VCR, DVD player, monitors, screens, white pads, easels, and an ELMO. Other equipment must be provided by counsel. The Courtroom Deputy can answer questions and provide assistance concerning technology in the courtroom. All set up should be done outside the presence of the jury and without causing down time for the jury.

E. Exhibits

1. Format: Parties must use the form of exhibit list available on the District Court website at <http://www.cod.uscourts.gov>. Parties must pre-mark all exhibits that will be used or identified for the record in a hearing or trial. Exhibit labels can be obtained from the clerk's office before trial.
2. When to File: For motions hearings other than Rule 702 hearings, exhibit lists shall be filed via CM- ECF two business days before the hearing. For Rule 702 hearings, see Civ. Practice Standard IV.K. For trials, see Civ. Practice Standard V.B.
3. Exhibit List(s):
 - a. Each party must pre-mark all exhibits that will be used or identified for the record in a hearing or trial. Each party must provide a copy of each exhibit to opposing counsel or any pro se party before a hearing or trial. Plaintiff's exhibits should be marked with yellow labels, using numbers. Defendant's exhibits should be marked with blue labels, using alphabetical letters for the first twenty-six exhibits. For example, if there are twenty-six or fewer exhibits, label them A through Z. If there are more than twenty-six exhibits, begin marking them as A-1 through A-99, then B-1 through B-99, etc. Do not use double or triple letters. The civil action number should also be placed on each of the exhibit stickers. There shall be no duplicate exhibits (i.e., exhibits listed on both Plaintiff's and Defendant's exhibit lists).
4. Exhibit Notebooks:
 - a. The exhibits must be bound in three-ring notebooks or folders. The exhibit notebook or folder should include all exhibits that the parties plan to use or introduce, including those that are stipulated, contested, and demonstrative. The notebook or folder should be labeled with the following information: (i) case caption and number, and (ii) "original" or "copy." Pages of multi-page exhibits must be numbered consecutively to avoid having the pages separated or omitted.
 - b. In addition to the exhibit notebooks provided to the parties, three exhibit notebooks, one containing the original exhibits and two containing a copy

of the exhibits for the Court, shall be delivered to the Courtroom Deputy before commencement of the hearing or trial. If exhibits are not properly bound and labeled, time set aside for hearing or trial will be consumed while the parties appropriately assemble them.

- c. The Courtroom Deputy will place the original exhibit notebook(s) in the witness box. Thus, when asking a witness to look at an exhibit, counsel or a pro se party may simply say, "Please look at Exhibit No. __ in the notebook in front of you," and the witness will be able to refer to the exhibit in the Original Exhibit Notebook.

5. Voluminous Evidence: In preparation for trial, parties shall either:

- a. redact voluminous evidence to reflect only the relevant portions and portions necessary for context; or
- b. consistent with the requirements of Fed. R. Evid. 1006, prepare and offer charts, summaries, or calculations to communicate the contents of voluminous evidence to the Court and jury. Although a complete original or copy of the evidence on which a redacted exhibit or Rule 1006 chart, summary, or calculation is based need not be offered and admitted into evidence, such underlying evidence must itself be admissible and available to the parties for examination or copying and to the Court for production if so ordered.

The parties shall include any redacted evidence or Rule 1006 chart, summary, or calculation they intend to use at trial in the list of exhibits set forth in the Final Pretrial Order and in the exhibit copies exchanged following the Final Pretrial Conference. The voluminous evidence on which such redacted, summary, chart, or calculation exhibit is based shall be identified in an appendix to the exhibit list and such underlying evidence shall be made available to the other parties at the time the parties exchange exhibits.

- 6. Elmo: All exhibits are to be displayed on the Elmo and must fit on the Elmo. No over-sized exhibits are to be used unless requested by prior motion and approved by the Court.

7. Jury Evidence Recording System (JERS): If the Judge informs you that he will be using JERS for electronic exhibits, exhibits shall be downloaded to a CD-ROM, DVD, flash drive, or USB drive. Each exhibit shall be saved as a separate file and not page-by-page. Exhibits should be in one of the following formats depending upon whether it is a document and photograph or audio or video recordings.
 - a. Documents and Photographs: .pdf, .jpg, .bmp, .tif, .gif
 - b. Video and Audio Recordings: .avi, .wmv, .mpg, .mp3, .wma, .wav

Exhibits shall be submitted to the Courtroom Deputy not later than the Wednesday prior to the start of trial so they can be downloaded into JERS prior to the start of trial.

F. Witness Lists

1. Format: Parties must use the form of witness list for this Court available in the District Court website at <http://www.cod.uscourts.gov>.
2. When to File: Each party shall submit a list of its proposed witnesses at the time and in the manner set forth in the Court's orders or, if no time or manner has been specified, as set forth below:
 - a. Motion hearings, other than Rule 702 hearings: filed via CM-ECF two (2) business days before the hearing.
 - b. Rule 702 motion hearings: See Civ. Practice Standard IV.K.
 - c. Trials: See Civ. Practice Standard V.B.
3. Prior to commencement of trial, each party shall provide the Courtroom Deputy with three paper copies of a final list of its witnesses and include an estimate of the time anticipated for the witnesses' testimony. One copy will be made available to the Court Reporter to assist her in the transcription of Court proceedings, so please be sure that names are spelled correctly.

G. Depositions

1. Together with Fed. R. Civ. P. 32, this practice standard governs the use of both regular and videotape depositions in court proceedings.

2. At the beginning of a hearing or trial, a party shall deliver to the Courtroom Deputy the sealed, original transcripts of all depositions the party intends to use, whether for impeachment or otherwise. To allow the Court to better rule on any objections to deposition testimony, the offering party should also provide the Court with a notebook containing copies of any deposition transcripts to be used with tabs that identify the relevant depositions.
3. If the parties intend to offer deposition testimony in lieu of a live witness at trial, not later than thirty days prior to trial, counsel shall exchange with each other their designation of anticipated deposition and videotape deposition testimony. Plaintiff's designations shall be highlighted in yellow and Defendant's designations highlighted in blue. Subsequent to the original exchange, and not later than twenty-one days prior to trial, counsel shall notify opposing counsel of any counter-designated deposition testimony, exchange objections to all designated testimony, and make a good-faith attempt to resolve such objections.

Not later than fourteen days prior to trial, the parties shall submit directly to chambers the transcript of the designated deposition testimony, highlighted as set forth above, along with the objections thereto highlighted in red, and with a notation as to the basis for the objection and a response to such objection.

4. The Court will attempt to resolve disputes regarding the admissibility of properly designated deposition testimony prior to trial to facilitate appropriate redaction. However, if the Court does not rule on the admissibility of deposition testimony prior to trial, as with all other live testimony, objections shall be raised at the time the deposition testimony is presented.
5. To accommodate evidentiary objections to deposition testimony presented by video, the proponent must have the technical ability to "mute" excluded responses and efficiently "fast forward" to the next segment of testimony.
6. If evidence is to be presented through a written deposition transcript in a jury trial, the proponent shall supply a person to read from a written deposition transcript. In bench trials, the offering party shall provide the Courtroom Deputy with two copies of the relevant transcript marked as an exhibit with the plaintiff's designated portions highlighted in yellow, the defendant's in blue, and any other party's in green.

7. For bench trials, depositions will usually not be read in open court. Instead, the court will read them in Chambers in any requested sequence. At the beginning of the trial, the offering party shall provide the Courtroom Deputy with two copies of the relevant deposition transcript marked as an exhibit with plaintiff's designated portions highlighted in yellow, the defendant's in blue, and any other party's in green.

IV. MOTIONS AND OBJECTIONS PRACTICE

A. Motions Not Addressed In D.C.COLO.LCivR 7.1C.

Excluding motions filed under Fed. R. Civ. P. 56 or 65, or under Fed.R.Evid. 702, all motions not covered by or addressed in D.C.COLO.LCivR 7.1C., including, but not limited to, motions presenting issues in limine or only contested issues of fact, shall be marshaled and determined in the time and manner prescribed by D.C.COLO.LCivR 7.1C., and subject to the page limitations imposed in this Practice Standard.

B. Page Limitations

1. Except motions for summary judgment, all motions, objections (including objections to the recommendations or orders of United States Magistrate Judges), responses, and briefs shall not exceed fifteen pages. If a party elects to file more than one Rule 12(b) motion, then opening briefs and response briefs shall not exceed fifteen pages total for all such motions (not each such motion) filed by that party. Motions and briefs shall be combined and shall be considered one paper for purposes of computing page limitations. Replies shall not exceed ten pages. These page limitations shall include the cover page, jurisdictional statement, statement of facts, procedural history, argument, authority, closing, signature block, and all other matters, except the certificate of service.
2. Motions for summary judgment or partial summary judgment and response briefs shall not exceed twenty pages. Reply briefs shall not exceed ten pages. These page limitations shall include the motion, cover page, jurisdictional statement, statement of facts, procedural history, argument, closing, signature block, and all other matters, except the certificate of service. If a party elects to file more than one Rule 56 motion, then the motions and response briefs shall not exceed twenty pages total for all such motions (not each such motion) filed by that party.

3. Exceptions to the above page limitations will be granted only upon a showing of good cause, e.g., due to the complexity or numerosity of the issues involved. Permission to exceed the page limitation shall be sought by way of an appropriate motion filed well in advance of the deadline for filing the pleading and shall indicate the number of pages of the proposed document and the reason why the additional pages are necessary.

C. Unopposed Motions

An unopposed motion shall be designated as required by D.C.COLO.LCivR 7.1B. Proposed orders should be submitted via CM-ECF along with all motions. Proposed orders should not be sent via email to Chambers unless requested. Do not submit proposed judgments, since judgments are prepared by the clerk of the court.

D. Responses and Replies

1. Deadlines - See D.C.COLO.LCivR 7.1 and D.C.COLO.LCivR 56.1 for applicable time limits for filing responsive and reply briefs. Rule 6 of the Federal Rules of Civil Procedure controls the computation of time. For extensions of time for filing such briefs, see Section II.G.
2. A response, reply, or objection shall identify by title and CM-ECF docket number the pleading to which it responds.
3. No surreply or supplemental briefs shall be filed without leave of Court.

E. Untimely Or Noncomplying Motions, Objections, Responses, or Replies

1. A "non-complying" motion, response, reply, or objection is a filing that does not conform in form and substance to the procedural, formatting, or technical requirements of applicable statutes, regulations, rules of civil procedure, local rules, and these practice standards.
2. Motions without a certification required by D.C.COLO.LCivR 6.1E or 7.1A will be denied without prejudice sua sponte.
3. Untimely or noncomplying motions, responses, replies, or objections may be denied in whole or part, or their determination may be delayed relative to compliant motions.

F. Motions Hearings

Motions may be determined without a hearing or may be set for an evidentiary hearing or oral argument, or set for a law and motion hearing. Law and motion hearings are intended to hear brief oral argument or to set appropriate preparation deadlines for an evidentiary hearing.

G. Forthwith Hearings on Motions

1. A "forthwith hearing" is a hearing that cannot be handled in the normal course of notice and setting due to a need for immediate judicial intervention. A request for forthwith hearing must be made by separate motion stating the reason(s) warranting immediate action and whether notice was given to all parties or why such notice could not be given. A courtesy call to Chambers advising that such a motion is being filed is appreciated and will help facilitate prompt consideration.
2. Unless required by statute or rule of procedure, after reviewing the request for forthwith hearing, the court may order that the matter be heard as soon as possible on a forthwith basis, require that notice and opportunity to respond be given to any opposing party, or deny the request for forthwith hearing and require that the matter be set using normal setting procedures. If the court determines that forthwith hearing is necessary, it shall not occur without notice to all parties of record in the manner and form directed by the court.

H. Continuances of Hearings and Trials

Motions to continue (including motions to vacate or reset) hearings and trials are governed by D.C.COLO.LCivR 6.1 and 7.1 and *United States v. West*, 828 F.2d 1468, 1469-70 (10th Cir. 1987). Motions to continue shall be submitted in writing to the Court as far in advance as possible of the matter to be continued and should not be made at the time of a hearing or trial. Stipulations for continuance are not effective unless and until approved by the court. To be granted, such motions must show good cause.

I. Motions for Extension of Time

1. Motions for extensions of time are governed by Fed. R. Civ. P. 6; D.C.COLO.LCivR 6.1 and 7.1A; and D.C.Colo.ECF Proc. V.L.2. Motions will be denied if they do not comply with these rules. To be granted, such motions require a showing of good cause. Unless the circumstances are unanticipatable and unavoidable, the following do not constitute good cause: inconvenience to counsel or parties, press of other business, scheduling conflicts (especially when more than one attorney has entered an appearance for a party), or agreements by counsel.

2. Please be aware that requested extensions of time, even if stipulated, may be denied if the extension adversely affects the scheduling of the case or other cases. In addition, if extensions are granted, they may prevent the determination of the matter prior to a scheduled hearing or trial.

J. Motions In Limine

Motions *in limine* are discouraged when the motion is evidence driven and cannot be resolved until evidence is presented at trial. Instead, the issue can be flagged in a trial brief. If motions in limine are filed, they must be filed seven days before the trial preparation conference.

K. Rule 702 Motions

A party objecting to the admissibility of opinion testimony by an expert witness shall file a written motion seeking its exclusion. (The failure of an opponent to file such a motion, however, does not relieve the proponent of its burden to show that the proffered testimony is admissible at trial.)

The motion shall identify with specificity each opinion the moving party seeks to exclude. The motion shall also identify the specific ground(s) on which each opinion is challenged, e.g., relevancy, sufficiency of facts and data, methodology. See Fed. R. Evid. 702.

The deadline for filing all such motions shall be set by the Court at the scheduling conference. If a deadline has not been set at the scheduling conference, such motions shall be filed thirty days after the deadline for disclosure of rebuttal expert witnesses.

Upon the filing of a motion, the Court, in its discretion, may set a hearing to determine whether the challenged opinions are admissible under the relevant Federal Rules of Evidence. The setting of such hearing does not obviate the need for opposing counsel to respond to such motion. If such a hearing is ordered, the parties shall proceed as follow.

1. No later than fourteen days prior to the hearing, the proponent of the expert witness shall file a statement of the expert witness that sets forth the expert witness's relevant qualifications, methodology, etc. This statement shall substitute for the proponent's direct examination of the expert witness and should therefore include all information the proponent would otherwise seek to establish on direct examination in support of the challenged opinions. Particular attention should be paid to the challenges raised by the opposing party; for example, if the opposing party challenges an expert witness's methodology for a particular opinion pursuant to Fed. R. Evid. 702, the statement should focus on the reliability of that methodology. Such statement shall not exceed ten pages without permission of the Court. The expert witness must be present at the hearing.

2. The hearing will begin, if necessary, with brief opening arguments by the parties, followed immediately by the challenging party's cross-examination of the expert witness. Following cross-examination, the proponent will be permitted to ask questions of the expert witness on redirect examination.
3. After examination of the expert is complete, the proponent may call additional witnesses, if necessary. The opponent may also call additional witnesses, if necessary. If any of the additional witnesses will express opinions subject to Fed. R. Evid. 702 which have not already been disclosed in discovery, a copy of that witness's curriculum vitae and a report disclosing such opinions shall be filed seven days before the hearing.
4. No later than seven days before the hearing, the parties shall exchange any exhibits they intend to introduce at the hearing.

L. Dispositive Motions

1. Motions seeking relief pursuant to Fed. R. Civ. P. 12 or 56 are governed by D.C.COLO.LCivR. 7.1C and 56.1, respectively. Deadlines will be applied strictly.
2. Fed. R. Civ. P. 12(b) Motions
 - a. Motions brought pursuant to Fed. R. Civ. P. 12(b) are discouraged if the defect is correctable by the filing of an amended pleading. Counsel should confer prior to the filing of the motion to determine whether the deficiency can be corrected by amendment (e.g., failure to plead fraud with specificity) and should exercise their best efforts to stipulate to appropriate amendments. If such a motion is nonetheless filed, counsel for the movant shall include in the motion a conspicuous statement describing the specific efforts undertaken to comply with this Practice Standard.
 - b. All requests for relief under any part of Fed. R. Civ. P. 12 must be brought in a single motion. All motions to dismiss shall state in the caption or in the opening paragraph under which rule or subsection thereof such motion is filed.
 - c. With respect to motions brought pursuant to Fed. R. Civ. P. 12(b)(6):
 - i. For each claim for relief that the movant seeks to have dismissed, the movant shall clearly enumerate each element that movant contends must be alleged, but was not.

- ii. The respondent should utilize the same format for each challenged claim. If the respondent disputes that a particular element must be alleged, the element should be identified as disputed and addressed in an accompanying brief. If the respondent contends that a proper and sufficient factual allegation has been made in the complaint, the respondent should specifically identify the page and paragraph containing the required factual allegation.
 - d. Rule 12(b) motions should not be stated in the alternative as a Rule 56 motion for summary judgment. If matters outside the pleadings are submitted in support of or opposition to a Rule 12(b) motion, the party should discuss whether the 12(b) motion should be converted to a summary judgment motion. In such a case, the Court may issue an order to show cause why the motion should not be treated as a Rule 56 motion, or the parol submissions may be disregarded.
3. Fed. R. Civ. P. 56 Motions
- a. These procedures contemplate the filing of a single motion for summary judgment by a party. A party may NOT file multiple motions for summary judgment without obtaining permission from the Court. Such permission will only be given in exceptional circumstances.
 - b. Statement of Undisputed Material Facts
 - i. The purpose of these procedures is to establish facts and determine which of them are in dispute. Legal argument is not permitted here and should be reserved for separate portions of the briefs. If, for example, a party believes that an established fact is immaterial that belief should be expressed in the part of the brief devoted to legal argument, and the fact should be admitted. If, on the other hand, a party believes that the reference to material in the record does not support the claimed fact, that fact may be denied and factual argument may appropriately be made pursuant to these procedures.
 - ii. Because of the voluminous factual materials which are frequently submitted with motions for summary judgment, all Rule 56 motions must comply with the following requirements:

1. In a section of the brief required by Rule 56.1A of the United States District Court for the District of Colorado Local Rules of Practice (Civil) styled "Statement of Undisputed Material Facts," the movant shall set forth in simple, declarative sentences, separately numbered and paragraphed, each material fact which the movant believes is not in dispute and which supports movant's claim that movant is entitled to judgment as a matter of law.
2. Each separately numbered and paragraphed fact must be accompanied by a specific reference to material in the record which establishes that fact. General references to pleadings, depositions, or documents are insufficient if the document is over one page in length. Only if the nature of the material fact does not permit a specific reference (e.g., "The contract contains no provision for termination."), is a general reference sufficient. See D.C.COLO.LCivR 56.1C.1 regarding the marking of exhibits. A "specific reference" means:
 - a. In the case of materials filed with the court, the title of the document, the date on which it was filed or served, and a specific paragraph or page and line number; or, if the document is attached to the motion, the paragraph or page and line number;
 - b. In the case of interrogatories or requests for admission (the pertinent parts of which must be filed with the motion), the number of the interrogatory or request;
 - c. In the case of depositions or other documents bearing line numbers, the specific page and line(s) establishing the fact;
 - d. In the case of affidavits submitted in support of the motion, the specific paragraph number establishing the fact;
 - e. In the case of other materials not numbered by paragraph, line, or page, a reference which will enable the court to ascertain the fact without reviewing the entire document; the effort at specificity may be made by highlighting, manual underscoring, or pagination supplied by the movant.
3. Any party opposing the motion for summary judgment shall, in a section of the brief required by Rule 56.1A of the United States District Court for the District of Colorado Local Rules of Practice (Civil) styled "Response to Statement of Undisputed Material

Facts," admit or deny the asserted material facts set forth by the movant. The admission or denial shall be made in separate paragraphs numbered to correspond to movant's paragraph numbering. Any denial shall be accompanied by a brief factual explanation of the reason(s) for the denial and a specific reference to material in the record supporting the denial.

4. If the party opposing the motion believes that there exist additional disputed questions of fact which it has not adequately addressed in the submissions it has made pursuant to subparagraph (iv) above (for example, disputed facts concerning an affirmative defense), the party shall, in a separate section of the party's brief styled "Statement of Additional Disputed Facts," set forth in simple, declarative sentences, separately numbered and paragraphed, each additional, material disputed fact which undercuts movant's claim that it is entitled to judgment as a matter of law. Each separately numbered and paragraphed fact shall be accompanied by a specific reference to material in the record which establishes the fact or at least demonstrates that it is disputed.
5. Any reply brief must comply with the following requirements:
 - a. In a separate section styled "Reply Concerning Undisputed Facts," include any factual reply which movant cares to make regarding the facts asserted in its motion to be undisputed, supported by specific references to material in the record. The reply will be made in separate paragraphs numbered according to the motion and the opposing party's response.
 - b. In a separate section styled "Response Concerning Disputed Facts" (with respect to each fact which the opposing party, pursuant to subparagraph (v) above, claims to be in dispute), either admit that the fact is disputed or supply a brief factual explanation for its position that the fact is undisputed, accompanied by a specific reference to material in the record which establishes that the fact is undisputed. This will be done in paragraphs numbered to correspond with the opposing party's paragraph numbering.
 - c. All summary judgment exhibits shall be labeled in the CM-ECF system both by exhibit number or letter and by name, e.g., Exhibit 1 - Smith Affidavit.

- d. Failure to follow these procedures may result in an order striking or denying the motion or brief, and it will have to be resubmitted. Repeated failure to follow them may result in an order granting other proper relief.

V. TRIALS

A. Final Pretrial Conference

A final pretrial conference will be held in all civil cases and will be used to set the trial date. Unless otherwise ordered by the Court, the assigned Magistrate Judge shall preside over a final pretrial conference as prescribed by Fed.R.Civ.P. 16(d) and D.C.COLO.LCivR 16.3. The primary purpose of the Final Pretrial Conference is to complete and finalize the parties' proposed Final Pretrial Order. The Proposed Final Pretrial Order shall be prepared in accordance with the Instructions for Preparation of Final Pretrial Order as set forth in D.C.Colo.LCivR Appendix G.

B. Trial Settings

1. Unless otherwise instructed by the Magistrate Judge, immediately following the Final Pretrial Conference counsel and pro se parties shall report to the Chambers of the Judge to which the case has been assigned to set the case for a Final Trial Preparation Conference and Trial.
2. Length of Trial - Should the parties request a trial lasting longer than five days, before a trial date can be set, counsel and/or pro se parties shall report to this Court's Chambers following the Final Pretrial Conference to set a status conference date, at which time the parties may present argument to the Court as to why a trial longer than five days is necessary.
3. Final Trial Preparation Conference - The Final Trial Preparation Conference will be scheduled approximately two weeks before trial. Counsel who will try the case must attend the Final Trial Preparation Conference. At the Final Trial Preparation Conference, counsel and/or any pro se party should bring to the Court's attention any problems which need to be resolved or addressed before trial commences or which may arise during the course of the trial. The parties should anticipate discussing witnesses, exhibits, voir dire, jury instructions, verdict forms, and outstanding motions or issues.

4. Jury Instructions and Verdict Forms:

- a. Fourteen days before the trial preparation conference, counsel and any pro se party shall submit proposed jury instructions and verdict forms. The jury instructions shall identify the source of the instruction and supporting authority, e.g. § 103, Fed. Jury Practice, O'Malley, Grenig, and Lee (5th ed.). The parties shall submit their instructions and verdict forms both via CM-ECF and by electronic mail to Moore_Chambers@cod.us.courts.gov in Word Perfect format (Word Perfect 12 or a later version) or Word format. Verdict forms shall be submitted in a separate file from jury instructions. Within the jury instruction file, each jury instruction shall begin on a new page.
- b. Each instruction should be numbered (e.g., "Plaintiff's Instruction No. 1") for purposes of making a record at the jury instruction conference. The parties shall attempt to stipulate to the jury instructions, particularly "stock" instructions and verdict forms.
- c. In diversity cases where Colorado law applies, please submit instructions and verdict forms that conform to the most recent edition of CJI-Civ.

5. Exhibit and Witness Lists: Seven days before the trial preparation conference, the parties shall file their proposed witness and exhibit lists via CM-ECF. The form of such lists are found at <http://www.cod.uscourts.gov>. For additional matters regarding exhibit and witness lists, see Sections III.E and III.F. above.
6. Voir Dire: Seven days before the trial preparation conference, the parties shall file their proposed voir dire questions.

C. Trial Times

Unless instructed otherwise, trials are normally set to begin at 9:00 a.m. On the first day of trial, counsel are normally expected to be present at 8:30 a.m. to go over any final matters before the commencement of trial. The normal trial day begins at 9:00 a.m. and continues until 5:00 p.m. The Court will recess for a lunch break as well as short mid-morning and mid-afternoon breaks.

D. Bench Trials

1. Trials to court will begin at 9:00 a.m. on the first day of trial.

2. Not less than two business days before the trial preparation conference, counsel and any pro se party shall file proposed findings of fact, conclusions of law, and orders. A copy shall also be emailed to chambers. Counsel and any pro se party are requested to state their proposed findings of fact in the same order as their anticipated order of proof at trial.
3. Counsel and any pro se party are requested to key their closing arguments to their proposed findings of fact and conclusions of law and to emphasize the evidence on which they rely to support their positions.
4. For a trial to the Court, a proper resumé or curriculum vitae, marked and introduced as an exhibit, generally will suffice for the determination of an expert witness's qualification.

E. Jury Trials

1. Jury Selection Process

- a. Unless otherwise ordered by the Court, the jury in civil cases will normally consist of eight jurors.
- b. Prior to the jurors being brought up to the Courtroom, the Clerk's office will provide the Court with a list of juror names in an order that was randomly selected by a computer program used by the Clerk's office. The prospective jurors on the list will be seated in the jury box in the order in which they were drawn. The total number seated in the box will be the number of jurors the judge intends to seat plus six additional jurors.
- c. Voir dire will be directed to the prospective jurors seated in the jury box and will be conducted in the following manner:

Unless ordered otherwise, the Court will conduct the initial voir dire examination of the prospective jurors, following which each side shall be permitted voir dire examination not to exceed fifteen minutes. Voir dire by counsel or a pro se party shall be limited to previously approved questions and appropriate follow-up questions.

- d. Any juror excused by the Court for hardship will be replaced by the next numerically identified prospective juror in the jury pool who has not already been seated in the jury box.

- e. After voir dire is completed, the Court will entertain challenges for cause. Any juror excused for cause will be replaced by the next numerically identified prospective juror in the jury pool who has not already been seated in the jury box. Voir dire of any replacement jurors shall be conducted by the Court.
 - f. Pursuant to Fed.R.Civ.P. 47(b) and 28 U.S.C. § 1870, each side shall have three peremptory challenges, which shall be exercised in alternating fashion beginning with Plaintiff, using oral strikes. Batson challenges are to be made at the conclusion of the exercise of peremptory challenges immediately prior to the jury being seated and sworn.
- 2. Jurors will be permitted to take notes during the trial. The jurors' notes will be destroyed after the jury is discharged.
 - 3. The jury will be instructed before closing arguments.
 - 4. The jury will be given a copy of the written jury instructions for their use and consideration during deliberations.

F. Trial Briefs

Trial briefs are encouraged, but not required absent specific court order. If filed, trial briefs shall not exceed ten pages and shall be filed not later than five business days before trial.

G. Glossary

Not later than five business days before commencement of a hearing, a bench trial, a jury trial, or any other proceeding, counsel and any pro se party shall file and provide the Court, the Court Reporter, the Courtroom Deputy, opposing counsel, and any pro se party with a glossary of any difficult, unusual, scientific, technical, and/or medical jargon, words, names, terms and/or phrases.