

**TRIAL PREPARATION CONFERENCE (“TPC”) & PRETRIAL CHECKLIST  
for trials before Judge William J. Martínez**

All Roman-numeral citations below are to the WJM Revised Practice Standards, available at <http://www.cod.uscourts.gov/JudicialOfficers/ActiveArticleIIIJudges/HonWilliamJMartinez.aspx>.

If you find any disagreement between this checklist and my Revised Practice Standards, the Revised Practice Standards control. Please inform my chambers of the discrepancy by e-mailing [martinez\\_chambers@cod.uscourts.gov](mailto:martinez_chambers@cod.uscourts.gov).

Conferral Tasks (no specific deadlines)	Date Completed
Obtain estimates of cross-examination time (IV.B.4.a).	
Ensure no duplicate witnesses (IV.B.4.a).	
Ensure no overlapping exhibits (IV.B.4.b).	
Determine which exhibits may be stipulated to; <i>in-person conferral required</i> (V.F.1).	
[Civil cases only:] Discuss whether the Final Pretrial Order requires amendment (IV.B.4.d, VI.B.2).	
<b>Jury Trials Only:</b>	
Determine which jury instructions will be stipulated to (VI.B.1).	
Develop one-paragraph stipulated statement of the case (VI.B.3).	
Discuss possibility of a stipulated verdict form (VI.A).	

Required CM/ECF Filings Before TPC	Deadline (days before TPC)	CM/ECF Docket Number
Final Witness List (IV.B.4.a).	7 calendar days	
Final Exhibit List (IV.B.4.b).		
Proposed <i>voir dire</i> questions, if any (IV.B.4.c).		
[Civil cases only:] Proposed amendments to the Final Pretrial Order, if any (IV.B.4.d, VI.B.2).		
Statement of issues and/or motions still requiring resolution, if any (IV.B.4.e).		
<b>Jury Trials Only:</b>		
Stipulated jury instructions (VI.B.1).	14 calendar days (civil) or	
Disputed jury instructions (VI.C–D).		
Proposed verdict form (VI.A).	7 calendar days (criminal)	
Statement of the case (VI.B.3).		
Objections to other parties’ disputed jury instructions (VI.E).	7 calendar days (civil) or 1 business day (noon) (criminal).	

E-Mail Submissions Before TPC (VI.F) ( <b><i>Jury Trials Only</i></b> )	Deadline (days before <u>TPC</u> )	Date Completed
Stipulated jury instructions (VI.B).	14 calendar days (civil) or 7 calendar days (criminal)	
Disputed jury instructions (VI.C–D).		
Proposed verdict form (VI.A).		
Statement of the case (VI.B).		

Deposition Designations (if any)	Deadline (days before <u>TRIAL</u> )	Date Completed
Exchange properly highlighted deposition designations with opposing counsel (V.G.2.b).	21 calendar days	
Return properly highlighted counter-designations, if any, to opposing counsel, and attempt to resolve any disagreements in good faith (V.G.2.b).	No later than 8 calendar days	
File on CM/ECF (and, depending on length, hand-deliver to chambers) deposition designations and counter-designations in a single marked-up transcript (V.G.3).	7 calendar days	CM/ECF Docket Number

Morning-of-Trial Deliverables	Date Prepared
Three copies of Final List of Proposed Exhibits (V.F.2). This must be the same document filed on CM/ECF, and must display the CM/ECF header, as well as all column headings on all pages. An unfiled revision is not acceptable.	
All exhibits properly marked (V.F.2).	
Original and one copy (jury trials), or original and two copies (bench trials), of all exhibits in no larger than three-inch three-ring binders (V.F.3–4).	
A flash drive of all exhibits for the court reporter (V.F.4.a).	
Four copies of Final Witness List (V.H). This must be the same document filed on CM/ECF, and must display the CM/ECF header. An unfiled revision is not acceptable.	
If needed, a glossary of technical terms (V.I).	