

[INSTRUCTIONS CONCERNING PREPARATION FOR PRELIMINARY PRETRIAL CONFERENCE](#)

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Eleven days before the Preliminary Pretrial Conference (see Fed. R. Civ. P. 6 for all computations of time), counsel are to tender a proposed PRELIMINARY PRETRIAL ORDER which shall include the signatures of counsel and pro se litigants and provide for *approval by the court* as specified on the attached form. The purpose of the Preliminary Pretrial Order is to structure the transition of the case from discovery to trial preparation.

Listed on the following pages are [matters to be included in the Preliminary Pretrial Order](#). For convenience of the court and counsel, the following sequence and terminology must be used in the preparation of the Preliminary Pretrial Order, **with each of the items listed below capitalized as a heading**. The bracketed and italicized information on the form explains what the court expects. A computerized version of the form (in WordPerfect version 9.0) can be obtained by delivering a 3½" diskette to my secretary or courtroom deputy clerk and asking for a copy of the form. The form is also pages nineteen through twenty-four of my Practice Standards — Civil posted on the court's web site, www.cod.uscourts.gov. Click first on the "United States District Court" button and then on the "Judges' Information" button to navigate to this set of trial procedures.