

UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN

UNITED STATES OF AMERICA,

Plaintiff,

PRETRIAL ORDER

v.

Case No.

Defendant(s).

In accordance with the Federal Rules of Criminal Procedure and Local Rule 6, IT IS ORDERED that as part of the pretrial proceedings in this case the parties shall comply with the following motion practice:

1. All motions, together with a legal memorandum and any supporting affidavits shall be filed by \_\_\_\_\_;  
and opposing memorandum shall be filed by \_\_\_\_\_;  
and any reply shall be filed by \_\_\_\_\_.
  - a. The length of any legal memorandum shall be in accordance with Local Rule 6.01.
  - b. Any discovery motion must be accompanied by the statement required by Local Rule 6.02.
2. If either party anticipates filing a motion which may require an evidentiary hearing for its resolution (e.g., a motion to suppress evidence), the party shall comply with the following procedure:
  - a. Prior to filing said motion, counsel for the parties are directed to meet and to determine whether there is a dispute regarding material facts or issues of law in connection with such motion. The parties shall make every possible effort in good faith to stipulate to all facts or issues of law the truth and existence of which is not contested.
  - b. If there is a factual dispute, the following procedure shall apply:
    - (1) The motion itself shall be filed within the time set forth in Paragraph 1 together with a statement of contested issues of fact, contested issues of law and a stipulation of relevant uncontested facts, if any. Further, movant should submit an estimate of courtroom time necessary for the submission of evidence. The movant shall have the burden of preparing and filing this statement.
    - (2) Within 3 calendar days after the date the motion is filed, the opposing party shall file a statement regarding the party's position on the need for an evidentiary hearing.
    - (3) If the court determines that an evidentiary hearing is necessary, a hearing will be scheduled. If the court determines that the motion can be resolved without a hearing, counsel will be so advised.
3. All motions pertaining to bail (e.g. motions for reduction of bail, modifications of conditions of release and reconsideration of detention orders) shall be addressed to the magistrate judge in this district who set bail or issued the order of detention.

Dated at Milwaukee, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_, 1997.

  
UNITED STATES MAGISTRATE JUDGE

United States District Court

Eastern District of Wisconsin

Aaron E. Goodstein  
U.S. Magistrate Judge

December 2, 1997

U.S. Courthouse  
517 E. Wisconsin Avenue  
Milwaukee, Wisconsin 53202  
(414) 297-3963

Re:  
Case Number

Dear Counsel:

The above entitled action is now pending in this court. In order for me to become acquainted with its present status, each party should submit a written report which includes the following information:

1. The nature of the case, in one or two sentences, including a statement regarding the basis of subject matter jurisdiction.
2. The nature of discovery each party contemplates and the amount of time it may take to complete discovery. In this regard, the parties should refer to the Local Rules pertaining to discovery and in particular the mandatory discovery provided for under Local Rule 7.07.
3. Any motions which are contemplated at this time.
4. Such other matters as may affect further scheduling of this case for final disposition.

These written status reports should be filed by and should be mutually exchanged.

The court will conduct a telephone scheduling conference at 8:30 a.m. on . The court will initiate the call but the parties should advise the court in the status report letters as to the names and direct telephone number of the attorneys who wish to participate in the conference.

Very truly yours,

Aaron E. Goodstein  
United States Magistrate Judge

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF WISCONSIN**

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Plaintiff,

v.

Case No.

Defendant.

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**PRETRIAL REPORT**

**IT IS ORDERED** that all parties prepare and file pretrial reports. Reports are due 10 days before the scheduled start of the trial or, if a final pretrial conference is scheduled, 3 days before the conference. The report must be signed by the attorney (or a party personally, if not represented by counsel) who will try the case. Sanctions, which may include the dismissal of claims and defenses, may be imposed if a trial report is not filed.

The report must include the following:

1. A short summary statement of the facts of the case and theories of liability or defense. The statement should not be longer than two pages.
2. A statement of the issues.
3. The names and addresses of all witnesses expected to testify. A witness not listed will not be permitted to testify absent a showing of good cause.
4. If expert witnesses are to be used, a narrative statement of the experts' background.
5. A list of exhibits to be offered at trial.
6. A designation of all depositions or portions of depositions to be read into the record at trial as substantive evidence. Reading more than

five pages from a deposition will not be permitted unless the court finds good cause for permitting such readings.

7. Counsel's best estimate on the time needed to try the case.
8. If scheduled for a jury trial:
  - a. All proposed questions that counsel would like the court to ask on voir dire.
  - b. Proposed instructions on substantive issues.
  - c. A proposed verdict form.
9. If scheduled for a court trial, proposed findings of fact and conclusions of law. See rule 52 of the Federal Rules of Civil Procedure.

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Aaron E. Goodstein  
U. S. Magistrate Judge

In addition to completing a report, counsel are expected to confer and make a good faith effort to settle the case. Counsel are also expected to arrive at stipulations that will save time during the trial.