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**UNITED STATES DISTRICT COURT
DISTRICT OF NEVADA**

**JUDGE GLORIA M. NAVARRO'S
ORDER REGARDING TRIAL**

Plaintiff,

v.

Case No.:

Defendant.

10 1. Attached hereto is a list of civil and criminal cases that are presently scheduled for the
11 stacked trial calendar before the Honorable Gloria M. Navarro, U.S. District Judge, at Las Vegas,
12 Nevada, commencing on **Monday, _____, at 8:30 a.m. in Courtroom 7D. This**
13 **is a ___-week trial stack.**

14 2. Counsel for all parties and all pro se parties shall appear on **Tuesday, _____**
15 **at 9:00 a.m. in Courtroom 7D** for Calendar Call. Unless a party in a civil case is appearing pro
16 se, the individual parties will not be required to appear for Calendar Call, unless the Court directs
17 otherwise. Defendants in criminal cases will be required to appear for Calendar Call, unless the
18 Court directs otherwise.

19 3. Though the Court is not setting a pretrial status conference at this time, the parties are
20 advised that the Court may, at any time, set this case for a pretrial status conference.

21 4. Counsel or their clients will be excused from Calendar Call if settlement papers have
22 been filed in a civil case or a defendant's plea of guilty or nolo contendere has been accepted in a
23 criminal case prior to the date scheduled for Calendar Call.

24 5. At the Calendar Call, all cases that remain to be tried will be ranked in order of trial.
25 Thereafter, the Court will not grant a continuance to any party absent a showing of good cause.

1 Unless the Court otherwise directs, the cases will be tried one after the other on **TWENTY-FOUR**
2 **(24) HOURS'** notice from the clerk.

3 6. **CHANGE OF PLEA HEARINGS.** Hearings for the purpose of **change of plea** in
4 criminal cases **will follow Calendar Call** unless otherwise set. It shall be the joint responsibility
5 of counsel for Plaintiff United States and for Defendant to ensure that a copy of the plea agreement
6 (or a plea memorandum in cases of no plea agreement), is emailed to the Courtroom Administrator
7 at Nicholas.Vaglio@nvd.uscourts.gov and a copy emailed to chambers at
8 GMN_Chambers@nvd.uscourts.gov. It shall further be the responsibility of counsel for Plaintiff
9 United States to ensure that any necessary produce orders are timely delivered to the United States
10 Marshal to ensure the presence of all defendants who are in custody for a change of plea, and to
11 ensure proper notification for the attendance of any court interpreter which may be required for
12 the particular case.

13 7. **PRETRIAL CONFERENCE.** At the request of any party, or at the direction of the
14 Court, a Pretrial Conference may be scheduled for any case. Requests by the parties should be
15 made to the Courtroom Administrator by no later than two (2) weeks before Calendar Call.

16 8. **WITNESSES.** Counsel, and any parties appearing pro se, shall immediately subpoena
17 all witnesses for the time and trial date as listed above. Inasmuch as the cases will be tried in a
18 trailing fashion, the subpoenas should contain a special instruction from counsel directing
19 witnesses to contact the office of counsel for further instructions prior to appearing for trial.
20 Witnesses are not required to be present at the Calendar Call.

21 9. On or before **Thursday, _____**, and to the extent they have not already done
22 so in accordance with the Court's Joint Pretrial Order, or other order, **COUNSEL FOR ALL**
23 **PARTIES, AND ANY PARTY APPEARING PRO SE, SHALL COMPLY WITH THE**
24 **FOLLOWING:**

1 **a. STIPULATIONS FOR CONTINUANCE OF TRIAL DATE.** Shall file with the
2 Clerk of Court all stipulations for continuance of trial date. Stipulations shall conform with the
3 requirements of LR 6-1 and LR 7-1, or LCR 45-1 and LCR 45-4, as appropriate.

4 **b. MOTIONS IN LIMINE.** In criminal cases, shall electronically file all motions in limine
5 with the Clerk of Court. Responses shall be due seven days prior to Calendar Call. Replies will be
6 allowed only with leave of the Court. In civil cases, shall file the original of all motions in limine
7 and oppositions thereto with the Clerk of Court as prescribed in LR 16-3.

8 **c. STATEMENT OF THE CASE.** Shall file with the Clerk of Court a brief statement of
9 the case, no longer than one-half page, stating the nature of the claims and defenses, to be read to
10 prospective jurors at the time of jury selection, In a criminal case, a copy of the Indictment,
11 indicating which portions should be read to the jury, will satisfy this requirement.

12 **d. SUGGESTED VOIR DIRE QUESTIONS.** Shall file with the Clerk of Court all
13 suggested voir dire questions to be asked of the jury panel by the Court.

14 **e. WITNESS LISTS.** Shall file with the Clerk of Court the original list of witnesses
15 expected to be called on behalf of each party for use by the Court during jury selection.

16 **f. EXHIBIT LIST:** Shall file with the Clerk of Court the original complete exhibit list of
17 all exhibits intended to be used during the trial. At the same time, each party shall serve upon all
18 other parties a copy of the same. The exhibits are to be listed on a form provided by the Clerk's
19 office, or obtained from the Court's website www.uscourts.gov and may be computer-generated,
20 if they conform to the requirements of the form that is provided by the clerk.

21 **g. MARKING EXHIBITS.** Shall meet, confer, pre-mark, and exchange all trial exhibits.
22 Plaintiffs shall use numerals 1 through 4,999 and Defendants shall use numerals 5,000 through
23 9,999. Exhibits that are on the same subject matter may be marked as a series, that is, Plaintiffs 1-
24 A, 1-B, or 1-1, 1-2, etc. and Defendants 5,000-A, 5,000-B, or 5,000-1, 5,000-2, etc. Counsel shall
25 notify the Courtroom Administrator that the exhibits have been pre-marked.

1 **h. EXHIBITS.** If a party’s total documentary exhibits exceed 15 pages, the party’s exhibits
2 are to be placed in a 3-ring binder with numbered dividers. The binder shall be clearly marked on
3 the front and side with the case caption and number and the sequence of exhibits. At the
4 commencement of trial, counsel shall provide the Courtroom Administrator with the binder
5 containing the original exhibits and a courtesy set for the trial judge. The exhibits shall remain in
6 the custody of the clerk, unless otherwise ordered. If electronic exhibits are being provided, see
7 “Jury Evidence Recording System (JERS)” section below.

8 **i. JURY EVIDENCE RECORDING SYSTEM (JERS).** The Court utilizes a system for
9 electronic submission of exhibits to the Court. Attorneys should provide their trial exhibits in
10 electronic format on a USB drive, DVD, or CD to the office of the Clerk of Court a minimum of
11 seven (7) days prior to the start of trial.

12 All electronic evidence should be provided using the following formats:

- 13 • Documents and Photographs: .pdf, .jpg, .bmp, .tif, .gif
- 14 • Video and Audio Recordings: .avi, .wmv, .mpg, .mp3, .mp4, .wma, .wav

15 Regarding the file size of electronic evidence, individual files should not exceed 500MB.
16 If possible, exhibits approaching or exceeding this size limit should be separated into multiple
17 files. Parties may obtain additional information regarding the submission of electronic exhibits by
18 contacting the Clerk’s Office. If electronic exhibits are provided to the Court, only one physical
19 set of exhibits shall be required for the Court and the trial judge’s copy will not be required. The
20 parties may contact the Courtroom Administrator with any questions regarding this procedure.

21 **j. JURY INSTRUCTIONS.** Shall jointly file with the Clerk of Court one (1) original set
22 of agreed-upon jury instructions and proposed verdict forms. A copy of the agreed-upon jury
23 instructions and verdict forms shall also be submitted in **Microsoft Word** format to chambers by
24 email to GMN_Chambers@nvd.uscourts.gov. The parties shall electronically file additional
25 proposed jury instructions and verdict forms, but also submit them in Word format to the chambers

1 email address. The latter must include the authority and argument for each instruction. Any
2 modification of instructions from statutory authority the Ninth Circuit Manual of Model Jury
3 Instructions, or any other model instruction, must specifically state the modification made to the
4 original source and the authority and argument supporting the modification.

5 **k. CIVIL CASES: TRIAL BRIEFS AND PROPOSED FINDINGS OF FACT AND**
6 **CONCLUSIONS OF LAW.** Shall file with the Clerk of Court a Trial Brief in all civil cases.
7 Additionally, in all civil cases to be tried before the Court sitting without a jury, the parties shall
8 file proposed Findings of Fact and Conclusions of Law. The proposed Findings of Fact and
9 Conclusions of Law shall also be submitted to chambers by email to GMN_@nvd.uscourts.gov in
10 **Microsoft Word** format.

11 **i. CRIMINAL CASES: TRIAL BRIEFS.** Government counsel shall submit a copy of the
12 Government's trial brief (marked "Confidential") to the Courtroom Administrator for submission
13 to the trial judge. The original of the Government's trial brief shall be filed in open Court and a
14 copy served upon defense counsel on the date of trial prior to trial commencement. Defense
15 counsel may file a trial brief. If defense counsel elects to file a trial brief, the same shall be filed
16 and served upon Government counsel prior to the defense commencing its side of the case.

17 10. **TRIAL SCHEDULE.** Trial will generally begin at 9:00 a.m. and end at 5:00 p.m.
18 Monday through Friday. However, parties should plan to be available between 8:00 a.m. and 9:00
19 a.m. each day of trial to address matters outside the presence of the jury. This standard trial
20 schedule may be modified for good cause; however, requests should be submitted at Calendar Call
21 or before the written trial schedule is issued to jurors.

22 11. **USE OF EVIDENCE DISPLAY EQUIPMENT.** Counsel wishing to use the Court's
23 evidence display equipment should contact the Courtroom Administrator the week before trial for
24 training or instruction and availability for use at trial.

1 12. **EXPEDITED OR DAILY TRANSCRIPTS.** Any party that will require expedited or
2 daily transcripts shall the *Electronic Court Recorder Operator (ECRO)* at 702-464-5434,
3 immediately upon receipt of this order. The ECRO will provide instructions with respect to
4 expedited or daily transcripts. Failure to timely notify the ECRO may result in an inability to
5 provide expedited or daily transcripts.

6 13. **SANCTIONS.** As provided for under the Local Rules of Practice of this Court, the
7 Court will consider the imposition of sanctions against any attorney or party appearing pro se who:
8 (1) fails to timely comply with the provisions of the Order including, but not limited to, the failure
9 to appear for Calendar Call without having been excused by the Court or the clerk with the
10 permission of the Court; or (2) fails to timely comply with any other order that schedule deadlines
11 for trial preparation.

12 14. **TRIAL JUDGE.** Although the cases listed on the attached trial calendar are assigned
13 to the undersigned judge, the cases may proceed to trial before another Nevada district judge or a
14 visiting district judge.

15 15. **CONSENT TO TRIAL BEFORE A MAGISTRATE JUDGE.** All parties in civil
16 actions are reminded of their right, subject to eh approval of the undersigned judge, to consent to
17 trial before a United States Magistrate Judge pursuant to Title 28, United States Code, Section
18 636(c)(2). The right to proceed before a magistrate judge in a civil case includes those cases which
19 will be tried before a jury as well as those cases to be tried before the Court sitting without a jury.
20 Any appeal from a judgment in a proceeding before a magistrate judge shall be taken directly to
21 the United States Court of Appeals.

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16. **CONTACT PERSON.** All questions and information regarding the trial calendar are to be directed to **NICK VAGLIO**, Courtroom Administrator, at Nicholas_Vaglio@nvd.uscourts.gov or 702-464-5472.

17. The date of the Clerk’s file mark shall constitute the date of this Order.
IT IS SO ORDERED.

/s/
GLORIA M. NAVARRO
UNITED STATES DISTRICT JUDGE