

1 UNITED STATES DISTRICT COURT  
2 DISTRICT OF NEVADA

3  
4 UNITED STATES OF AMERICA,

5 Plaintiff,

6 v.

7 ,

8 Defendant.  
9

JUDGE GLORIA M. NAVARRO'S  
ORDER REGARDING TRIAL

Case No.:

10 1. **TRIAL.** This matter is scheduled for trial before the Honorable Gloria M. Navarro,  
11 United States District Judge, in Las Vegas, Nevada, commencing on Monday, \_\_\_\_\_, at 8:30  
12 a.m. in Courtroom 7D. Attached hereto is a list of civil and criminal cases that are presently  
13 scheduled for the stacked trial calendar.

14 2. **CALENDAR CALL.** Counsel for all parties and all pro se parties shall appear on  
15 **Tuesday, \_\_\_\_\_, at 9:00 a.m. in Courtroom 7D** for Calendar Call. Unless a party in a civil  
16 case is appearing pro se, the individual parties will not be required to appear for Calendar Call,  
17 unless the Court directs otherwise. Defendants in criminal cases will be required to appear for  
18 Calendar Call, unless the Court directs otherwise. At the Calendar Call, all cases that remain to be  
19 tried will be ranked in order of trial. Thereafter, the Court will not grant a continuance to any party  
20 absent a showing of good cause. Unless the Court otherwise directs, the cases will be tried one  
21 after the other on **24 HOURS'** notice from the Courtroom Administrator. Counsel or their clients  
22 will be excused from Calendar Call if settlement papers have been filed in a civil case or a  
23 Defendant's plea of guilty has been accepted in a criminal case prior to the date scheduled for  
24 Calendar Call.

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1           3. **PRETRIAL CONFERENCE.** At the request of any party, or at the direction of the  
2 Court, a Pretrial Conference may be scheduled for any case. Requests by the parties should be  
3 made to the Courtroom Administrator no later than two weeks before Calendar Call. Though the  
4 Court is not setting a pretrial status conference at this time, the parties are advised that the Court  
5 may, at any time, set a case for a pretrial status conference.

6           4. **CONSENT TO TRIAL BEFORE A MAGISTRATE JUDGE.** All parties in civil  
7 actions are reminded of their right, subject to the approval of the undersigned judge, to consent to  
8 trial before a United States Magistrate Judge pursuant to Title 28, United States Code, Section  
9 636(c)(2). The right to proceed before a magistrate judge in a civil case includes those cases which  
10 will be tried before a jury as well as those cases to be tried before the Court sitting without a jury.  
11 A magistrate judge can provide a firm trial date. Any appeal from a judgment in a proceeding  
12 before a magistrate judge shall be taken directly to the United States Court of Appeals.

13           5. **CHANGE OF PLEA HEARINGS IN CRIMINAL CASES.** Hearings for the purpose  
14 of change of plea in criminal cases will follow Calendar Call unless otherwise set. It shall be the  
15 joint responsibility of counsel for Plaintiff United States and for Defendants to ensure that a copy  
16 of the plea agreement (or a plea memorandum in cases of no plea agreement), is emailed to the  
17 Courtroom Administrator at [Nicholas.Vaglio@nvd.uscourts.gov](mailto:Nicholas.Vaglio@nvd.uscourts.gov) and to chambers at  
18 [GMN\\_Chambers@nvd.uscourts.gov](mailto:GMN_Chambers@nvd.uscourts.gov). It shall further be the responsibility of counsel for Plaintiff  
19 United States to ensure that any necessary produce orders are timely delivered to the United States  
20 Marshal to ensure the presence of all Defendants who are in custody for a change of plea, and to  
21 ensure proper notification for the attendance of any court interpreter which may be required for  
22 the case.

23           6. **WITNESSES.** Counsel, and any parties appearing pro se, shall immediately subpoena  
24 all witnesses for the time and trial date as listed above. Inasmuch as the cases will be tried in a  
25 trailing fashion, the subpoenas should contain a special instruction from counsel directing

1 witnesses to contact the office of counsel for further instructions prior to appearing for trial.  
2 Witnesses are not required to be present at Calendar Call.

3 7. **DEADLINES PURSUANT TO THE JOINT PRETRIAL ORDER.** On or before  
4 **Thursday, \_\_\_\_\_**, and to the extent they have not already done so in accordance with  
5 the Court’s Joint Pretrial Order, or other order, **COUNSEL FOR ALL PARTIES, AND ANY**  
6 **PARTY APPEARING PRO SE, SHALL COMPLY WITH THE FOLLOWING:**

7 a. **STIPULATIONS FOR CONTINUANCE OF TRIAL DATE.** The parties shall file  
8 on the case docket all stipulations for continuance of trial date. Stipulations shall conform with the  
9 requirements of Local Rule (“LR”) 6-1 and LR 7-1, or Local Criminal Rule (“LCR”) 45-1 and  
10 LCR 45-4, as appropriate.

11 b. **MOTIONS IN LIMINE.** In criminal cases, the parties shall electronically file all  
12 motions in limine on the case docket. Motions in limine shall be filed at least 21 days before  
13 Calendar Call. Responses shall be due 14 days after service of motion. Replies will be allowed  
14 only with leave of the Court. In civil cases, the parties shall file the original of all motions in limine  
15 and oppositions thereto on the case docket as prescribed in LR 16-3.

16 c. **STATEMENT OF THE CASE.** The parties shall file on the case docket a brief  
17 statement of the case, no longer than one-half page, stating the nature of the claims and defenses,  
18 to be read to prospective jurors at the time of jury selection. In a criminal case, a copy of the  
19 indictment, indicating which portions should be read to the jury, will satisfy this requirement.

20 d. **SUGGESTED VOIR DIRE QUESTIONS.** The parties shall file on the case docket all  
21 suggested voir dire questions to be asked of the jury panel by the Court.

22 e. **WITNESS LISTS.** The parties shall file on the case docket the original list of witnesses  
23 expected to be called on behalf of each party for use by the Court during jury selection.

24 f. **EXHIBIT LIST.** The parties shall file on the case docket the original complete exhibit  
25 list of all exhibits intended to be used during the trial. At the same time, each party shall serve

1 upon all other parties a copy of the same. The exhibits are to be listed on a form provided by the  
2 Clerk's Office or obtained from the Court's website [www.uscourts.gov](http://www.uscourts.gov) and may be computer-  
3 generated, if they conform to the requirements of the form provided by the Clerk of Court.

4 **g. MARKING EXHIBITS.** Counsel shall notify the Courtroom Administrator that the  
5 exhibits have been pre-marked with pre-printed colored stickers located on the bottom right of the  
6 first page of each exhibit. The parties shall meet, confer, pre-mark, and exchange all trial exhibits.  
7 Plaintiffs shall use numerals 1 through 4,999 and Defendants shall use numerals 5,000 through  
8 9,999. Exhibits that are on the same subject matter may be marked as a series, that is, Plaintiffs 1-  
9 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.

10 **h. EXHIBITS.** The party's exhibits are to be placed in a three-ring binder with numbered  
11 dividers. The binder shall be clearly marked on the front and side with the case caption and number  
12 and sequence of exhibits. At the commencement of trial, counsel shall provide the Courtroom  
13 Administrator with the binder containing the original exhibits and a courtesy set for the trial judge.  
14 The exhibits shall remain in the custody of the Courtroom Administrator, unless otherwise ordered.  
15 If electronic exhibits are being provided, see "Jury Evidence Recording System (JERS)" section  
16 below.

17 **i. JURY EVIDENCE RECORDING SYSTEM (JERS).** The Court utilizes a system for  
18 electronic submission of exhibits to the Court. Attorneys should provide their trial exhibits in  
19 electronic format on a USB drive, DVD, or CD to the Courtroom Administrator a minimum of  
20 seven (7) days prior to the start of trial.

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

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

24 Regarding the file size of electronic evidence, individual files should not exceed 500MB.

25 If possible, exhibits approaching or exceeding this size limit should be separated into multiple

1 files. Parties may obtain additional information regarding the submission of electronic exhibits by  
2 contacting the Clerk's Office. If electronic exhibits are provided to the Court, only one physical  
3 set of exhibits shall be required for the Court and the trial judge's copy will not be required. The  
4 parties may contact the Courtroom Administrator with any questions regarding this procedure.

5 **j. JURY INSTRUCTIONS.** The parties shall jointly file on the case docket one original  
6 set of agreed-upon jury instructions and proposed verdict forms. A copy of the agreed-upon jury  
7 instructions and verdict forms shall also be submitted in **Microsoft Word** format to chambers by  
8 email to [GMN\\_Chambers@nvd.uscourts.gov](mailto:GMN_Chambers@nvd.uscourts.gov). The parties shall electronically file additional  
9 proposed jury instructions and verdict forms and also submit them in Word format to the chamber's  
10 email address. The latter must include the authority and argument for each instruction. Any  
11 modification of instructions from statutory authority the Ninth Circuit Manual of Model Jury  
12 Instructions, or any other model instruction, must specifically state the modification made to the  
13 original source and the authority and argument supporting the modification.

14 **k. TRIAL BRIEFS: CIVIL CASES.** The parties shall file on the case docket a Trial Brief  
15 in all civil cases. Additionally, in all civil cases to be tried before the Court sitting without a jury,  
16 the parties shall file proposed Findings of Fact and Conclusions of Law. The proposed Findings  
17 of Fact and Conclusions of Law shall also be submitted to chambers by email to  
18 [GMN\\_Chambers@nvd.uscourts.gov](mailto:GMN_Chambers@nvd.uscourts.gov) in **Microsoft Word** format.

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

1           8. **TRIAL SCHEDULE.** Trial will generally begin at 9:00 a.m. and end at 5:00 p.m.  
2 Monday through Friday. The parties should plan to be available between 8:00 a.m. and 9:00 a.m.  
3 each day of trial to address matters outside the presence of the jury. This standard trial schedule  
4 may be modified for good cause but, requests should be submitted at Calendar Call or before the  
5 written trial schedule is issued to jurors.

6           9. **USE OF EVIDENCE DISPLAY EQUIPMENT.** Counsel wishing to utilize the  
7 Court's evidence display equipment should contact the Courtroom Administrator the week before  
8 trial for training, if needed.

9           10. **EXPEDITED OR DAILY TRANSCRIPTS.** Any party that will require expedited or  
10 daily transcripts shall call the *Electronic Court Recorder Operator (ECRO)* at 702-464-5439,  
11 immediately upon receipt of this order. The ECRO will provide instructions with respect to  
12 expedited or daily transcripts and forms of payment. Failure to timely notify the ECRO may result  
13 in an inability to provide expedited or daily transcripts.

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

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

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26 JUDGE GLORIA M. NAVARRO'S  
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13. **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](mailto:Nicholas_Vaglio@nvd.uscourts.gov) or 702-464-5472. **DO NOT CONTACT CHAMBERS.**

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

SAMPLE  
OF  
PLAINTIFF'S  
EXHIBIT  
STICKER





**SAMPLE  
OF  
DEFENDANT'S  
EXHIBIT  
STICKER**



Sample  
of  
Required  
Format  
for  
Exhibit Lists

