

**Superior Court of Washington
County of Okanogan**

And

Plaintiff(s)

Defendant(s)

**No.
ORDER FOR PRETRIAL
CONFERENCE
(OR)**

THIS CAUSE appearing to be at issue and ready for trial, it is

1. ORDERED AND ADJUDGED THAT a pretrial conference will be held in Chambers at _____.m. at the Okanogan County Courthouse on the ____ day of _____, 20___. Total time allocated for the conference will be _____. The attorneys who will conduct the trial must attend this conference.

All discovery procedures shall be completed by the time of this conference.

2. ORDERED AND ADJUDGED THAT at least five working days prior to this conference, the attorneys shall submit to the trial judge and to opposing counsel a Pretrial Statement containing the following:

- (a) A list designating those pleadings upon which the case goes to trial;
- (b) A succinct statement of the cause of action in regard to each claim or defense;
- (c) A clear statement of the issues to be tried;
- (d) An itemized list of the claimed special damages;

- (e) A statement of the principles of law involved in the case, supported by citations of authority;
- (f) A statement of facts, which his client will admit;
- (g) A list of the names and addresses of all persons who have knowledge of relevant facts and the general nature of their testimony;
- (h) A list of all exhibits and documentary evidence, which may be used at the trial;
- (i) A complete set of written jury instructions, standard and special, which will be proposed for use at the trial, including verdict forms;
- (j) Any request for preliminary rulings on questions of law with citations in regard thereto;
- (k) Any trial brief that either party wishes the court to consider.

3. ORDERED AND ADJUDGED THAT at the time of the conference, the first thirty minutes of the conference will be set aside for a meeting between counsel to:

- (a) Inspect all documentary evidence and transportable exhibits listed in their Pretrial Statements. Exhibits not easily transportable will be made available for inspection at a time and place fixed at the conference.
- (b) Mark each document and exhibit using consecutive numerals for the plaintiff and the defendant.
- (c) Object to the admissibility of the evidence, reserving the appropriate objections.
- (d) Object to the jury instructions filed with the Pretrial Statements, reserving the appropriate objections.
- (e) Stipulate on all matters of fact and law upon which the parties are in agreement.

DONE AND ORDERED in Chambers in Okanogan County, Washington, this _____ day of _____ 20__.

JUDGE