

**FORM H**

\_\_\_\_\_  
Vs. No. \_\_\_\_\_ Div. \_\_\_\_\_ HO \_\_\_\_\_ : FOURTEENTH JUDICIAL DISTRICT COURT  
\_\_\_\_\_  
: PARISH OF CALCASIEU  
\_\_\_\_\_  
: STATE OF LOUISIANA  
\_\_\_\_\_  
FILED : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**PRETRIAL ORDER AND TRIAL NOTICE**

On order of this Court, trial on the merits is scheduled before the Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_m.

A pretrial conference before the Court is scheduled for \_\_\_\_\_, 20\_\_\_\_\_ at \_\_\_\_\_m.

**THE PURPOSE OF THE PRETRIAL CONFERENCE IS TO:**

- (1) Review all unresolved issues;
- (2) Discuss the testimony and documentary evidence that pertains to those unresolved issues;
- (3) The simplification of the issues;
- (4) The necessity or desirability of amendments to the pleadings;
- (5) The possibility of obtaining admissions of fact and agreements on the admissibility of documents which will avoid unnecessary proof;
- (6) The limitation of the number of witnesses, lay and expert; and
- (7) Such other matters as may aid in the disposition of the action.

During such conferences, the parties are expected to disclose their respective positions and to stipulate as to all matters not at issue. The Court may cause such stipulations to be placed on the record to conserve time at trial.

The parties at pretrial conferences shall likewise be required to state objections to any exhibit, document, photograph or other such evidence which another party to the suit proposes to offer in evidence, or the lack of evidence.

All documents provided in discovery, or pursuant to the *Pretrial Order And Trial Notice, Form H*, that are not authenticated as required by evidentiary law shall be deemed authenticated unless the receiving party notifies the supplying party of the objection to the non-authenticated items. The time delay for notification of the objection shall be:

- 1) If received pursuant to discovery answers: the objection shall be made within 10 days from receipt.
- 2) If received pursuant to the *Pretrial Order And Trial Notice, Form H*, the objection shall be made no later than at the pre-trial conference.

It is recommended that the objection be in writing or electronic form.

At pretrial conferences, the Court, in its discretion, may seek to advise and assist the parties to a voluntary resolution of their differences.

The Court should not be expected, at any stage of the proceedings, to force any compromise upon reluctant counsel or parties, but it is the intent of this rule to expedite final and just disposition of all cases. Consequently, counsel shall be expected to appear at pretrial conferences knowing what authority, if any, their respective client will grant with respect to resolving the differences between the parties. If there is any reasonable prospect of compromise, counsel are expected to exert reasonable efforts to that end prior to and during pretrial conferences, and not wait until it is too late for the Court to otherwise utilize the time set aside for the trial of the case.

At least five (5) days prior to the pretrial conference, each party shall furnish the Court and the other party, or counsel if represented, with a pretrial memorandum, accompanied by a certificate that a copy of the same has been provided to the opposing party, setting forth the following:

- (1) A list of all pending issues set for trial;
- (2) A list of all witnesses, their addresses and telephone numbers, who may be called to testify at trial and a brief summary of their testimony; and
- (3) A list of all exhibits and documents to be introduced at trial.

In all Community Property Partition trials, each party, or counsel if represented, is to confer with the other party, or counsel if represented, to update the previously submitted *Combined Detailed Descriptive List, Form X*, which shall be furnished to the Court at least five (5) days prior to the pretrial conference.

Failure to timely submit and exchange the pretrial memorandum and/or community property partition combined lists may, at the discretion of the court, result in contempt and/or exclusion of witnesses and exhibits.

**ALL DISCOVERY SHALL BE COMPLETED AT LEAST (5) DAYS PRIOR TO THE PRETRIAL CONFERENCE.**

Parties are instructed to continue to attempt issue resolution up to and including the date of trial. If the matter is settled prior to trial, parties are to notify the Court promptly. Settlement documents shall be presented for the Court's signature before the scheduled trial date or the parties shall appear in open court to place the agreement on the record.

THUS DONE AND SIGNED in Chambers in Lake Charles, Louisiana, this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
JUDGE, 14<sup>TH</sup> JUDICIAL DISTRICT COURT

RECEIVED BY:

\_\_\_\_\_  
Counsel for Plaintiff

\_\_\_\_\_  
Counsel for Defendant

PLEASE SERVE: