

**14<sup>TH</sup> JUDICIAL DISTRICT COURT  
PARISH OF CALCASIEU  
STATE OF LOUISIANA**

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**VS. NO.** \_\_\_\_\_

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**ATTORNEY'S NAME  
ADDRESS  
CITY/STATE**

**NOTICE AND PRE-TRIAL ORDER**

Trial by Jury having been fixed for \_\_\_\_\_, 20\_\_ at 9:00 AM. **IT IS ORDERED THAT:**

1. All prior Pre-Trial Orders are hereby rescinded.
2. All new, amending or supplemental pleadings, (except Motions for Summary Judgments, follow C.C.P. Art. 966), must be filed twelve (12) weeks prior to trial date. (Note Rules 9.8, 9.9 and 9.10 of the Rules for Louisiana District Courts).
3. Each party shall furnish to all other parties, in writing, a list of all witnesses (except experts) with addresses and an indication of the subject matter of their testimony, and a duplicate copy thereof shall be filed with the Clerk of Court six (6) weeks before trial.
4. Each party shall furnish to all other parties, in writing, a list of all expert witnesses with addresses and their expertise with a duplicate copy thereof to be filed with the Clerk of Court twelve (12) weeks before trial. The same rule applies to any rebuttal expert witnesses with a deadline of eleven (11) weeks before trial. Written expert reports are required to be exchanged in accordance with La.C.C.P. Art. 1425.
5. Counsel must exchange all medical reports upon receipt.
6. Counsel must make available to each other for inspection and copying, all exhibits, documents, photocopies, and other physical evidence intended for use as evidence one (1) month prior to trial date to determine authenticity problems. If any are involved, file appropriate pleadings on or before trial.
7. All discovery whether by deposition, interrogatories, or otherwise must be completed two (2) weeks prior to trial date.
8. All discovery scheduled by any party will proceed to discovery on the date scheduled whether the moving party is released prior to that date or not.
9. Comprehensive pre-trial briefs on matters to be determined by the Court at trial are to be furnished seven (7) days before trial with copies of authorities cited. Failure to do so may jeopardize right to argue.
10. No continuances, based on conflicts, will be granted until the morning of the trial unless hardship (determined by the Court) requires earlier disposition.
11. All requests for special charges should be submitted to the Court by Wednesday morning of the week preceding trial

12. Any motions in limine and supporting memorandums must be filed not later than six (6) weeks prior to trial and must be heard at least the week before trial.
  - i. Note: Limine motions characterized as “*Daubert*” challenges, shall be filed in conjunction with C.C.P. Article 1425.
13. Each party shall furnish to the Court sixty (60) days before trial written certification that mediation has been discussed and considered as a way to resolve the case.
14. Plaintiff must make a serious bonafide settlement offer four (4) weeks before trial, and Defendant accept or make a serious bonafide counter settlement offer two (2) weeks before trial.
15. If the case proceeds to trial, all documents intended for publication should be copied and made available in a number sufficient so that all jurors can view it simultaneously.
16. Please inform the Court of the estimated length of trial, no later than two (2) weeks before trial date. All trials are presumed to be completed within one week. **If trial cannot be heard over a one week period, notify Court of need for 1551 scheduling conference as per Rule 9.14 of the Rules for Louisiana District Courts, to be set within thirty (30) days of this order.**
17. In accordance with C.C.P. Art. 1734, jury bond in the amount of \$3,600 must be posted no later than 60 days prior to trial by any party requesting a jury trial, with notification to the court and all other parties.
18. Notify the Court via email on office letterhead immediately in the event this case settles and/or needs to be removed from the docket.
19. Mandatory Pre-Trial Conference will be held two (2) weeks prior to trial to discuss any remaining issues, final logistics or any other matters that will aid in the efficiency of the trial. Counsel to schedule on Court’s Calendar.
20. Direct all inquiries to: Dorothy Leger, Judicial Assistant - dleger@14jdc.org

Lake Charles, Louisiana, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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**KENDRICK J. GUIDRY, DISTRICT JUDGE**