

APPENDIX B

JOINT TRIAL READINESS CONFERENCE REPORT FORMAT

The Joint Trial Readiness Conference Report must be prepared on pleading paper in accordance with rule 201 of the California Rules of Court. Information in the format indicated below must be provided for filing at the Trial Readiness Conference. Failure to file the Joint Trial Readiness Conference Report **OR** to appear at the Trial Readiness Conference may result in imposition of monetary sanctions dismissal of the case or entry of a default judgment. Failure to **fully** disclose all required items in the report may result in exclusion or restriction of evidence at trial. This is a JOINT REPORT. Separate reports will not be accepted.

Plaintiff(s) vs. Defendant(s)	<p align="center">CASE NUMBER</p> <p align="center">JOINT TRIAL READINESS CONFERENCE REPORT</p> Trial Readiness Conference: (date/time/dept) Trial Date: Trial time estimate: Jury Requested: (Y/N) Jury fee deposited: (Y/N) Court Reporter Requested: (Y/N)
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- A. The parties to the above case, by their attorneys: [list parties and attorneys] met at [address] on [date] but could not settle the case. They are prepared for trial.
- B. Nature of case: (provide a joint, brief, non argumentative description of the case, suitable for reading to a jury panel).
- C. Legal issues which **are not** in dispute: (If a motion for summary adjudication has been granted in this case, specify the cause(s) of action, affirmative defense(s), claim for damage(s) or issue(s) of duty so adjudicated.)
- D. Legal issues which **are** in dispute:
- E. Exhibits: (Counsel must prepare a joint numerical index of all exhibits.) Each exhibit must be separately listed. There must be no sub-parts to an exhibit. The index must be prepared in the format provided below and must indicate: (1) exhibit number; (2) by whom **submitted**; (3) a description of each exhibit sufficient for identification; (4) whether the parties have stipulated to admissibility, and if not, the legal ground(s) for objection(s). Effect Serves to clarify that an exhibit is identified on a particular date and not submitted on a particular date.

EXHIBIT INDEX

1						
2						
3	<u>EXH.</u>	<u>SUBMITTED</u>		<u>LEGAL GR.</u>	<u>DATE</u>	<u>DATE</u>
4	<u>NO.</u>	<u>BY</u>	<u>DESCRIPTION</u>	<u>FOR</u>	<u>SUB'D</u>	<u>ADMIT.</u>
5						
6					(Leave this blank)	
7	_____	_____	_____	_____	_____	_____
21	_____	_____	_____	_____	_____	_____

GROUND(S) FOR OBJECTION

- | | | | |
|----|----|--|--|
| 22 | | | |
| 23 | | | |
| 24 | 1. | No Objection; Admissibility Stipulated | (Relevancy, Personal Knowledge, |
| 25 | 2. | Irrelevant (§ 210) | Authenticity) (§ 1400, Identity) |
| 26 | 3. | Hearsay (§ 1200) | 7. Unduly Time Consuming, Prejudicial, |
| | | | Confusing, |
| 27 | 4. | Best Evidence (§ 1500) | or Misleading (§ 352) |
| 28 | 5. | Inadmissible Opinion (§ 800) | 8. Subsequent Repair (§ 1151) |
| 29 | 6. | Insufficient Foundation (§ 403) | 9. Other (Specify) |

(continued on next page)

JOINT TRIAL READINESS CONFERENCE REPORT FORMAT
 JOINT TRIAL READINESS CONFERENCE REPORT FORMAT (Continued)

- F. List standard jury instructions, requested by Plaintiff(s), citing each instruction by number and Special Instructions by title. **Copies** of proposed Special Instructions must be presented to the Court, at the conference, for review. **THEY MUST NOT BE FILED WITH THE REPORT.**
- G. List standard jury instructions, requested by Defendant(s), citing each instruction by number and Special Instructions by title. **Copies** of proposed Special Instructions shall be presented to the Court, at the conference, for review. **THEY MUST NOT BE FILED WITH THE REPORT.**
- H. If a Special Verdict form will be proposed, attach to the report.
- I. List the names of all witnesses, including experts, as follows: (Note: Previously exchanged expert witness designation documents must be attached to the report. Witnesses used solely for impeachment need not be listed):

PLAINTIFF

NAME OF WITNESS (Expert/percipient)	TYPE	OF	WITNESS
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DEFENDANT

NAME OF WITNESS (Expert/percipient)	TYPE	OF	WITNESS
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The attorneys noted below certify that they have met and conferred jointly, made a good faith settlement demand or offer, but have been unable to settle the case. All deadlines, set by the court for exchange of experts have been met and all discovery is complete. The parties are prepared for trial. (Here, explain any variance from the above recital).

I certify under penalty of perjury under the laws of the State of California that the forgoing is true and correct:

Dated: _____

Dated: _____

Signature: _____

Signature: _____

Type Name: _____

Type Name: _____

Attorney For: _____

Attorney For: _____

Dated: _____

Dated: _____

Signature: _____

Signature: _____

Type Name: _____

Type Name: _____

Attorney For: _____

Attorney For: _____