

JUDGE STEVEN TUREAU
23RD JUDICIAL DISTRICT COURT
PRE-TRIAL PROCEDURE for DIVISION "D"

IT IS ORDERED that the following rules shall apply to all pre-trial conferences held in Division "D" of this court:

1. Subject to the discretion of the Judge, no suit requiring a trial on the merits, may be assigned for trial, except at a Pre-Trial Conference.
2. Upon notification that a pre-trial conference has been scheduled, counsel for plaintiff shall promptly arrange a meeting of all counsel, sufficiently in advance of the pre-trial conference, for the purpose of arriving at all possible stipulations; viewing, copying, exchanging and marking copies of all exhibits which will be offered in evidence; preparing a list of the names and addresses of all witnesses who may testify at the trial; and preparing for submission to the court the required Joint Pre-Trial Stipulation hereinafter described. All other counsel shall cooperate with counsel for plaintiff in facilitating and expediting this meeting.
3. Based upon the discussions held at the meeting of counsel, counsel for plaintiff will promptly prepare and submit to all counsel a proposed Pre-Trial Stipulation. All counsel shall promptly notify plaintiff's counsel in writing of any additions, corrections or matters on which no agreement is possible, which matters shall be noted as such. The final draft of the Joint Pre-Trial Stipulation shall be signed by all counsel either prior to, or at the pretrial conference. A copy of the Joint Pre-Trial Stipulation shall be furnished to the Court at least three (3) working days prior to the Pre-Trial Conference. At the conference the Joint Pre-Trial Stipulation will be approved by the Court and a Pre-Trial Order issued.
4. The Joint Pre-Trial Stipulation shall set forth:
 - a. A brief, but comprehensive statement of the contentions of each party;
 - b. A brief statement of all facts established by the pleadings, stipulations, or admissions.
 - c. A brief statement of the contested issues of fact.
 - d. A brief statement of the contested issues of law.
 - e. A list and brief description of all exhibits (except exhibits offered solely for impeachment) to be offered in evidence together with a statement that the authenticity of said exhibits has been stipulated except as otherwise stated.
 - f. A list and brief description of all items of demonstrative evidence to be used by each party.
 - g. A statement that no further amendment of pleadings is anticipated.
 - h. The name and address of each witness whom each party may call, together with a short statement of the nature of the expected testimony. With respect to expert witnesses, the statement shall describe the area of expertise in which the witness will offer expert testimony.

NOTE: Each and every witness must be named in the Joint Pre-Trial Stipulation. Only those witnesses listed will be allowed to testify.

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- i. A brief statement as to any other matters not previously covered which may be relevant to a prompt and expeditious disposition of the litigation.
 - j. A statement as to the probable length of trial.
5. Counsel attending the pre-trial shall be fully prepared to inform the Court on all matters pertinent to the litigation and shall be fully authorized to agree to deadlines, enter stipulations, agreements, admissions of fact or law, and be able to discuss all issues of the case, including the possibility of settlement. Following the conference, a Pre-Trial Order will be issued by the Court.
 6. A sample of a Joint Pre-Trial Stipulation is attached hereto.
 7. The Clerk of Court shall furnish to all counsel of record a copy of this order and the attached sample with notice of the place, date and hour assigned for the pre-trial conference.
 8. A subsequent Final Pre-Trial Conference will be held usually 7 days prior to trial week. Trial counsel are required to attend the Final Pre-Trial Conference in person unless other arrangements are approved by the Court. All parties are required to be present. All counsel are required to have discussed the case with their respective clients to have settlement authority at the Final Pre-Trial Conference, and to have a representative of their client available to reach by telephone to discuss any alternative settlement proposals. At the Final Pre-Trial Conference, counsel shall submit any objections to testimony, or exhibits to be introduced at trial. Any objections to exhibits and testimony to be introduced at trial shall be made at the Final Pre-Trial Conference and ruled on by the Court at that time. Failure to observe this rule may result in waiver of any objections to all testimony and exhibits. Witnesses should be subpoenaed for the week of Tuesday through Friday following the Monday date of the Final Pre-Trial Conference. Subpoenas are considered issued for the week. Counsel should contact their witnesses following the Pre-Trial conference to advise them of the exact date and time they will need to appear.

Officially ordered at Gonzales, Louisiana, this _____ day of _____, 2021

STEVEN TUREAU, JUDGE
DIVISION "D"

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23RD JUDICIAL DISTRICT COURT
PRE-TRIAL PROCEDURE for DIVISION "D"

VS # _____, "D"

23RD JUDICIAL DISTRICT COURT
PARISH OF _____
STATE OF LOUISIANA

JOINT PRE-TRIAL STIPULATION

A Pre-Trial Conference of attorneys will be held in this matter before Honorable Steven Tureau, District Judge, Division "D", at Gonzales, Louisiana, on the _____ day of _____, 20____, at _____ o'clock _____. m. Counsel to be present are:

Attorney(s) for plaintiff(s): _____

Attorney(s) for defendant(s): _____

A. CONTENTIONS:

(1) Plaintiff's contentions:

(2) Defendant's contentions:

B. ESTABLISHED FACTS:

C. CONTESTED ISSUES OF FACT:

D. CONTESTED ISSUES OF LAW:

E. EXHIBITS:*(All uncontested exhibits shall be provided to the Court at the Final Pre-Trial Conference)*

(1) Plaintiff's exhibits:

(2) Defendant's exhibits:

F. DEMONSTRATIVE EVIDENCE:

G. AMENDMENT OF PLEADINGS:

H. WITNESSES:

(1) Plaintiff's witnesses:

(2) Defendant's witnesses:

I. TIME:

The trial is anticipated to last _____ days.

Counsel for Plaintiff:

Counsel for Defendant
