



**19TH JUDICIAL DISTRICT COURT
PARISH OF EAST BATON ROUGE**

**PRE-TRIAL CONFERENCE
Judge Donald R. Johnson
Section 24**

Case Name:

Docket Number:

The undersigned attorneys acknowledge that this case has been assigned for a **BENCH/JURY** trial as follows:

First setting shall be fixed for the _____ day of _____, 20____ at _____ a.m. / p.m.

Second setting shall be fixed for the _____ day of _____, 20____ at _____ a.m. /p.m.

The Jury Bond shall be fixed in the amount of \$_____ and shall be filed no later than **60** days prior to the first day of trial by the requesting party, with a certified copy of the bond to be delivered to the Jury System Coordinator (**Room J103**) on the date it has been filed. If the deposit is not timely made, any other party shall have an additional **ten** days (or 50 days prior to the first day of trial) to make the required deposit. Failure to post the cash deposit shall constitute a waiver of a trial by jury. Jury charges and verdict forms shall be submitted **DIRECTLY** to the court via regular mail and email at tklands@19thjdc.org fourteen (**14**) days prior to the first setting of trial.

The number of days the court has set aside for trial is _____ days.

Counsel for the plaintiff shall call the Court **45** days in advance of trial date to schedule a final pre-trial conference. Every attorney participating in the trial shall be present at the final pre-trial conference.

PLEASE NOTE: If you have received a second setting for trial, then it is **YOUR** responsibility to contact the court 30 days prior to the first setting to determine if the trial in front of yours is still pending. If the matter before you is still pending then you may notify the court jointly of your desire to waive your second setting. If the matter before you has resolved itself prior to the first setting for trial and you have not notified the court of your desire to waive the second setting then you **SHALL** be ready for trial on the date of the second setting.

Parties are **REQUIRED** to notify the court via fax 225-389-8546 and/or email at tklands@19thjdc.org immediately upon any settlement or compromise and as a result of any joint request for cancellation or continuance. Notification that a cancellation or continuance is requested **SHALL** be made jointly.

ADDITIONAL MATTERS MADE A PART OF THIS ORDER ARE: (Comments, if any)

The undersigned counsel certifies that all discovery and other preliminary matters are complete and the matter is ready for trial.

COUNSEL FOR PLAINTIFF(S)

COUNSEL FOR DEFENDANT(S)

Print Name

Print Name

Signature

Signature

Phone: _____

Phone: _____

Email: _____

Email: _____

Print Name

Print Name

Signature

Signature

Phone: _____

Phone: _____

Email: _____

Email: _____

THUS ORDERED in chambers on this _____ day of _____, 20_____.

Judge Donald R. Johnson