

UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF LOUISIANA

PRETRIAL NOTICE - LONG FORM

This notice governs the procedures for trials before Judge Jerry A. Brown.

All pretrial/dispositive motions shall be filed and served in sufficient time to permit hearing, and counsel shall set the motion so as to be heard, no later than **30 days** before the trial.

A joint pretrial order shall be filed 7 days before the trial. The pretrial order shall set forth as briefly as possible:

1. If jurisdiction is contested, the basis for claimed jurisdiction;
2. A statement of all uncontested material facts;
3. A statement of the contested facts;
4. The issue or issues of law to be determined, including citations to the applicable section(s) of the Bankruptcy Code;
5. A list of witnesses, separated as to "will call" and "may call". Experts, if any, to be designated; and
6. A list of exhibits intended to be introduced at the trial.

Plaintiff's counsel has the initial duty of preparing the joint pretrial order. The pretrial order shall consist of only one document, and must be signed by all trial attorneys.

In connection with preparation of the joint pretrial order, the parties shall meet, exchange copies of all exhibits, and agree as to the authenticity of exhibits. The exhibits to be introduced at the trial may not be duplicative. Counsel shall compile a joint bench book of consecutively numbered exhibits, the authenticity of which is not contested. Written objections to any exhibits that are not admitted to be authentic shall be submitted no later than **7 days** before the trial. All objections other than authenticity are reserved until the trial, but counsel are urged to stipulate to the admissibility of exhibits before the trial.

Counsel shall submit **at the trial** two bound sets of the joint bench book with the exhibits indexed and tabbed. One set is for the witnesses, and the other is for the Court.

(Rev'd. Dec. 2000)