

**PRETRIAL CONFERENCE AND TRIAL
RULES FOR MAGISTRATE JUDGE MARK T. STEELE**

PRETRIAL CONFERENCE RULES

1. Counsel are expected to be familiar with Local Civil Rule 16-1, addressing pretrial procedure, and adhere to each of its requirements.
2. An exhibit or witness not listed in the proposed Pretrial Order will not be allowed at trial except by written motion with good cause shown.
3. Counsel are required to exchange all proposed exhibits in advance of the Pretrial Conference.
4. Exhibits and objections to exhibits must be described with particularity.
5. Counsel are encouraged to work together to resolve issues relating to the authenticity of exhibits.
6. All witnesses must be specifically named. Witness descriptions such as “records custodians” or “rebuttal witnesses” are improper.
7. At the Pretrial Conference, Counsel should be prepared to present arguments regarding (1) objections to exhibits; (2) pending dispositive motions; and (3) pending motions in limine. The Court intends to conclude the Pretrial Conference with the case ready for trial.

TRIAL RULES

1. The Court permits attorney-conducted voir dire subject to imposed time limits.
2. Counsel are required to prepare separate exhibit notebooks for: (1) the witness stand; (2) opposing Counsel; (3) the Court; and (4) the Court’s courtroom deputy.
3. Counsel are required to make all arguments and conduct all examinations from the lectern. Counsel may not approach a witness without first obtaining the Court’s permission.
4. Counsel will address the witness by his or her last name only.
5. Speaking objections will not be permitted. Counsel will limit objections to as few words as possible. Bench conferences are discouraged.
6. Counsel will be respectful to each other and to witnesses at all times. Counsel will not interrupt each other or witnesses except to assert objections.
7. Counsel will not interrupt the Court for any reason.

8. Examination of a witness will include direct examination, cross examination, one re-direct examination, and one re-cross examination.
9. If a witness is called via video, all editing must be completed prior to trial.
10. The Court encourages the parties to use the electronic evidence presentation system in the courtroom. Inexperienced users should contact the Courtroom Deputy to schedule a short training session in advance of trial.
11. At the conclusion of each trial day, Counsel will advise the Court and opposing Counsel of the next day's witnesses and the order in which those witnesses will be called.
12. No outside food or beverages will be permitted in the courtroom. Water will be provided by the Court.
13. The use of cell phones in the courtroom is prohibited.