

IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TENNESSEE
at CHATTANOOGA

[Plaintiff's name],)	
)	
Plaintiff,)	
)	No. [Case number]
v.)	
)	Judge Curtis L. Collier
[Defendant's name],)	
)	
Defendants.)	

NOTICE OF FINAL PRETRIAL CONFERENCE

1. **TRIAL SETTING:** The jury (or nonjury) trial date is **[Trial date]**.

2. **PRETRIAL CONFERENCE SETTING:** A final pretrial conference will be held before the United States District Judge in chambers, Room 317, U.S. Courthouse, 900 Georgia Avenue, Chattanooga, Tennessee, on **[FPT day of week, date] at [FPT time]**.

3. **MATTERS TO BE COMPLETED BEFORE PRETRIAL CONFERENCE:** Counsel are directed to meet prior to the pretrial conference and prepare a joint proposed pretrial order, titled "Final Pretrial Order," for submission to the District Judge on or before the date of the final pretrial conference in approximately the following form:

This matter having come before the Court on _____, at a pretrial conference pursuant to Rule 16 of the Federal Rules of Civil Procedure, and _____ having appeared as counsel for the plaintiff(s), and _____ having appeared as counsel for the defendant(s), the following action was taken:

(1) **Jurisdiction:** This is an action for *[breach of contract, personal injury, etc]*. Jurisdiction of the Court is invoked pursuant to ___ U.S.C. § _____. The jurisdiction of the Court is [disputed / not disputed].

(2) **General Nature of the Claims of the Parties:**

(a) Stipulated facts *[set out uncontroverted facts, including admitted jurisdictional facts and all other significant facts concerning which there is no genuine issue]*.

(b) Plaintiff theory *[set out brief summary without detail]*.

(c) Defendant theory *[set out brief summary without detail]*.

(d) All other parties claim *[same type of statement where third parties are involved]*.

(3) **Contested Issues of Law:** The contested issues of law are [set these out, including any pending motions]. **OR** There are no special issues of law to be resolved.

(4) **Exhibits**: The parties have disclosed all exhibits in accordance with Fed. R. Civ. P. 26(a)(3)(C). All exhibits to be introduced have been pre-marked in such a way as to allow the Court to determine which party is offering them. The parties have prepared a joint list of exhibits. Three copies of this list have been provided to the Court at the final pretrial conference. If this case is nonjury, a copy of each exhibit has been furnished to the court at the final pretrial conference. The parties have endeavored to stipulate the admissibility of all exhibits. The parties cannot stipulate to the admissibility of the following exhibits: *[here list any such exhibits]*.

(5) **Witnesses**: The parties have disclosed all witnesses in accordance with Fed. R. Civ. P. 26(a)(3)(A). A list comprised of the names of all witnesses, their addresses and telephone numbers, is as follows:

- (i) List for plaintiff(s)
- (ii) List for defendant(s).

(6) **Other Matters**: This case is set for trial before the United States District Judge *[or the United States Magistrate Judge]* and a jury *[without the intervention of a jury]* at 9:00 a.m. on _____. Counsel shall be present at 9:00 a.m. on the first day of trial to take up any preliminary matters. The probable length of trial is ____ days. The parties should be prepared for trial on the date which has been assigned. If this case is not heard immediately, it will be held in line until the following day or anytime during the week of the scheduled trial date.

NOTE: *As it has been contended that the failure to include a jury demand in the final pretrial order is a waiver of the jury demand, your attention is invited to being certain to set forth your jury demand if it is your intention to have a jury trial.]*

(7) This final pretrial order shall supplant the pleadings.

APPROVED FOR ENTRY:

/s/
UNITED STATES DISTRICT JUDGE

APPROVED AS TO FORM AND SUBSTANCE:

/s/
Attorney for Plaintiff(s)

/s/
Attorney for Defendant(s)