

**February 8, 2008**

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT  
BRIDGEPORT DIVISION**

In re:

Debtor

Chapter:

Case No.:

Adv. No.:

Doc. Id. No.:

v.

Pretrial Order Due Date \_\_\_\_\_

TRIAL DATE: \_\_\_\_\_

**PRETRIAL ORDER**

**APPEARANCES:**

**Attorney for plaintiff / movant**

**Attorney for defendant / respondent**

**1. DISCOVERY**

All discovery shall be *completed and closed* no later than  
\_\_\_\_\_ (“ Discovery Bar Date” ).

## **2. WITNESSES AND EXHIBITS**

**(a) A list of witnesses with a short statement of the testimony of each and a list of exhibits shall be exchanged and filed, with *two* copies delivered to chambers no later than 10 days after the Discovery Bar Date. A copy of each exhibit, corresponding to the appropriate exhibit list, shall be exchanged but not filed or delivered to chambers. In complying with this paragraph, the plaintiff / movant's exhibits shall be marked alphabetically, and the defendant / respondent's exhibits shall be marked numerically.**

**(b) No expert witness may testify unless a detailed and signed report of that expert's opinion has been exchanged, filed, and *two* copies delivered to chambers no later than 10 days after the Discovery Bar Date.**

**(c) Each party shall utilize the discovery obtained under this pretrial order to anticipate all witnesses who may be called and exhibits that may be offered during the trial, including those that might be offered for rebuttal or impeachment purposes.**

**(d) *A party may not call a witness or offer an exhibit that is not on that party's lists of witnesses and exhibits***

**(e) All witness and exhibit lists filed in compliance with any prior pretrial orders in *this* proceeding are superseded by this pretrial order.**

**(f) Witnesses and exhibits lists, and expert reports shall be accompanied by a certification of service.**

**(g) *Three* copies of each exhibit shall be delivered to the bench as it is admitted into evidence.**

**3. TRIAL MEMORANDA**

Unless ordered, no pretrial memoranda shall be filed. All memoranda that are ordered shall be double spaced on 8 1/2" x 11" paper with 12 pt. font and shall be exchanged and filed, with *two* copies delivered to chambers no later than the date ordered. A certification of service shall be filed with each memorandum.

**4. TRIAL CONFIRMATION**

THE PLAINTIFF / MOVANT SHALL ASCERTAIN WHETHER THE TRIAL SCHEDULED BY THIS PRETRIAL ORDER WILL PROCEED AND SHALL REPORT THAT INFORMATION TO THE JUDGE'S CHAMBERS NO LATER THAN 4:30 P.M. ON THE FRIDAY BEFORE THE TRIAL DATE. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE DISMISSAL OF THE PROCEEDING AND / OR SUCH OTHER CONSEQUENCE AS THE COURT DEEMS APPROPRIATE.

**5. CONTINUANCE**

A request by a party for the continuance of a trial scheduled by this Pretrial Order may be granted once if the requesting party states that all affected parties have consent to a continuance and a proposed rescheduled date. Any subsequent request for a continuance shall be referred to Judge Alan H. W. Shiff.

**6. SETTLEMENT CONFERENCE**

If appropriate, the court will conduct a pretrial conference at which an attempt will be made to settle the controversy or narrow the issues. Counsel for the parties shall attend any such conference fully authorized to make a final demand or offer and shall either be accompanied by the person or persons authorized and competent to accept or reject a settlement proposal or such persons shall be available by telephone.

**CONSENT:**

**For the plaintiff / movant**

\_\_\_\_\_ (date \_\_\_\_\_)

**For the defendant / respondent**

\_\_\_\_\_ (date \_\_\_\_\_)

**Dated:**

\_\_\_\_\_  
**Alan H. W. Shiff**  
**United States Bankruptcy Judge**