

**IN THE UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF KANSAS**

PRETRIAL ORDER FORM INSTRUCTIONS

**PLEASE REVIEW THE ATTACHED PRETRIAL ORDER FORMAT, ALONG
WITH FED. R. CIV. P. 16 AND D. KAN. RULES 16.1 AND 16.2,
AND FOLLOW ALL BRACKETED INSTRUCTIONS.**

Before the pretrial conference, the parties must confer, draft, and timely submit to the court a proposed pretrial order in accordance with the scheduling order and D. Kan. Rule 16. The proposed pretrial order is to be a joint effort of all parties. The parties have an equal obligation to cooperate fully in drafting the pretrial order and to submit an agreed order that the judge can sign at the pretrial conference. It is essential that each party's factual contentions and legal theories be included. If the parties disagree on any particulars, they shall submit a single proposed order with bracketed notations revealing the nature of the disagreement in sufficient detail to enable the court to resolve the dispute at the conference. Submission of separate orders is not acceptable.

By the date set in the scheduling order, counsel for the defendant(s) shall submit the parties' proposed pretrial order (formatted in WordPerfect X5, Word 2010 or earlier version) as an attachment to an Internet e-mail sent to the e-mail address of the judge who will conduct the pretrial conference, as listed in paragraph II(E)(2)(c) of the *Administrative Procedures for Filing, Signing, and Verifying Pleadings and Papers by Electronic Means in Civil Cases* ("administrative procedures guide"). The proposed pretrial order shall not be filed with the Clerk's Office. The proposed pretrial order shall be in the form attached to this cover memorandum. Counsel and all unrepresented parties shall affix their signatures according to the procedures governing multiple signatures set forth in paragraphs II(C) of the administrative procedures guide.

Do not precede the title of the proposed order with words such as "Plaintiff's," "Defendant's" or "Proposed."

MICROSOFT WORD TEMPLATE

A template for Microsoft Word has been prepared to assist with preparation of Pretrial Orders in the proper format. “Styles” are included in the template to ensure consistency in the application of fonts and paragraph formatting. Nearly every paragraph in the template uses one of the styles built into the template. Counsel is encouraged to become familiar with these pre-defined styles and apply them as shown in the template.

The template can be downloaded from the Forms page on the Court’s public website under the “Attorney Forms: General” section.

<http://www.ksd.uscourts.gov/flex/?fc=9&term=5061>

Note that a true Word template (a .dotx file) is available, as is a Word document (a .docx file). Once the template has been saved to your local computing environment, a new Pretrial Order document can be created by double-clicking the template file and saving the newly created document as a normal document file. Doing so will leave the original template file unchanged.