

**ADDITIONAL CHAMBERS PROCEDURES
JUDGE DONALD C. POGUE**

Order Governing Preparation for Trial and Pretrial Order

A joint proposed order governing preparation for trial should accompany any request for trial. The form for a draft order governing preparation for trial and a form for a pretrial order are set forth on the web page of Judge Pogue. A joint proposed pretrial order must be submitted at least two (2) weeks prior to the date set for any pretrial conference.

Documentary Evidence

Prior to any trial or evidentiary hearing, the parties are encouraged to agree with respect to which evidence is necessary for any determination by the Court. In the absence of such agreement, the plaintiff must serve upon all interested parties a designation of all relevant exhibits. If any interested party considers other evidence to be necessary, it must serve a cross-designation upon all interested parties. Each designation must list all documents which the party intends to cite in a memorandum of law or oral argument. The custodian of the record must submit photocopies of all designated documents, in their entirety, to the Court. This compilation must be received by the Court prior to any trial or hearing in which the evidence is to be considered, or when the first memorandum of law citing documentary evidence is submitted. All proposed evidence should be premarked for identification.