

QUEENS SUPREME COURT – CIVIL TERM – TSP
THIS CASE IS SCHEDULED FOR TRIAL
ON _____, at 9:30 a.m. THIS IS A FIRM TRIAL DATE.

Each party must be prepared to provide the following documents to the assigned Justice at the time of trial.¹

- Any motions in limine;
- A list of proposed witnesses, including the need for any interpreters with required language and, if necessary, dialect;
- The anticipated length of the trial;
- All Marked Pleadings, Bills of Particulars and any Notices to Admit;
- Copies of those portions of any deposition transcript(s) intended for use at trial for any purpose;
- A trial memorandum, not to exceed five (5) pages, setting forth the party's position, the relevant factual and legal issues to be tried, and citing relevant statutes and/or case law;
- All prior decisions in the case, including any Appellate decisions;
- Requested jury instructions. If using the Pattern Jury Instruction (PJI), please include the PJI number and title (**NOTE: Please make sure you are using the current PJI**). If an instruction requires characterization or description of the evidence or the parties' contentions, the exact requested language must be submitted;
- Proposed jury verdict sheets.

All parties are strongly encouraged to stipulate to exhibits which may be admitted into evidence on consent of all parties, prior to the trial.

It is counsel's responsibility to ensure all subpoenaed documents have arrived in the subpoenaed records room, prior to the trial.

If the action has been settled, discontinued or otherwise disposed, please notify the Court immediately.

(8/15/2022) – TRIAL SCHEDULING PART (TSP)

¹Please note that the assigned Justice may request additional information not included on this list which may include pagination and/or a Bates stamp on exhibits.