

**PROCEDURE FOR COUNSEL
CIVIL BENCH TRIALS
DISTRICT COURT, DEPT XVI**

Trial Briefs (EDCR 7.27)

If the trial of the case will involve significant issues not adequately addressed by the parties in connection with dispositive motions or other pretrial motions, the parties must prepare trial briefs addressing such issues. At or before the pre-trial conference, the parties must deliver an unfiled copy to the court prior to the commencement of trial.

Exhibits

Exhibits must be prepared for trial in accordance with Dept 16's Exhibits Guidelines list. If you have not received the Exhibits Guidelines lists, please contact the JEA, Lynn Berkheimer, at 671-4406.

Proposed Findings of Fact and Conclusions of Law

Each side shall provide the Court, two (2) working days prior to the start of trial, a detailed, proposed Findings of Fact and Conclusions of Law. The detailed, proposed Findings of Fact and Conclusions of Law shall include all elements of each Cause of Action alleged by Plaintiff and the basis for Defendant's Affirmative Defense. This is not filed with the clerk – send the original to chambers. It is also requested that counsel provide the JEA with a copy, in WORD format, via email to: Dept16EA@clarkcountycourts.us.