

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
JACKSONVILLE DIVISION**

**CIVIL JURY TRIAL PROCEDURES BEFORE  
THE HONORABLE HARVEY E. SCHLESINGER**

The following guidelines are provided to assist you in preparing for and conducting trial before the Honorable Harvey E. Schlesinger. If you have any questions about these guidelines, or any other matter relating to the trial, please call Ms. Marsha Grant, Courtroom Deputy, at 904/549-1968.

(a) **Familiarity with Local Rules Required:** Counsel must be familiar with the Local Rules of the United States District Court for the Middle District of Florida. Particular attention should be directed to Local Rule 5.03 regarding courtroom decorum (attached).

(b) **Submission of Proposed Voir Dire Questions, Proposed Jury Instructions and Proposed Jury Verdict Forms:** Counsel shall serve and file with the Clerk's Office all proposed voir dire questions, proposed jury instructions, and proposed verdict forms **not later than six (6) working days prior to the scheduled trial date**. The Court prohibits counsel from asking voir dire questions not previously submitted in accordance with this requirement and Local Rule 5.01(c). Counsel shall meet in an attempt to agree on a single set of instructions to the jury and shall jointly file same with the Clerk's Office. If counsel cannot agree, counsel additionally shall file proposals as to those instructions that are contested.

(c) **Pre-marking and Numbering Exhibits:** Counsel are responsible for pre-marking and numbering all exhibits prior to trial in accordance with Local Rule 3.07 (attached). Copies of blank Exhibit List and labels are attached.

(d) **Preparation and Exchange of Exhibit and Witness Lists:** Counsel are also responsible for posting the exhibit number and detailed description of each exhibit to the attached Exhibit List in accordance with Local Rule 3.07 (attached).

**On the first day of trial**, counsel shall exchange a copy of their Exhibit List and final Witness List with other counsel and **shall also provide three (3) copies of each list to the Courtroom Deputy**.

(e) **Sharing of Witness Fees:** Unless otherwise limited by the Court, counsel may share the cost of subpoenaing common witnesses.

(f) **Availability of Venire List:** The venire list of prospective jurors will be provided to counsel in accordance with Local Rule 5.01(b) (attached).

**(g) Method of Voir Dire Examination:** In accordance with Local Rule 5.01 (attached), and unless otherwise ordered by the Court, civil juries will consist of twelve (12) jurors. As a rule, the Court will seat twenty-five (25) jurors randomly selected from the venire panel into the jury box. The Court will then instruct the entire venire panel on the nature of the case and such other preliminary matters as may be appropriate. Thereafter, the Court will conduct an initial voir dire examination of the twenty-five (25) jurors.

Following the Court's voir dire examination, the parties may be afforded an opportunity to make inquiry of the twenty-five (25) jurors. Following counsel's questions, the Court will determine whether additional inquiry need be made of particular jurors. Counsel will then exercise their peremptory challenges out of the hearing of the jury.

**(h) Audio and/or visual equipment:** The court does not furnish audio and/or visual equipment for use during trials. Counsel are required to make their own arrangements regarding audio and/or visual equipment. If counsel plan to use equipment during trial, please notify the Courtroom Deputy ahead of time so that the courtroom can be made available for installation. Also, upon completion of trial, the equipment must be removed immediately.

**PLEASE NOTE: Photo identification is required to enter the United States Courthouse. Also, cellular telephones and laptop computers are prohibited unless prior approval has been obtained**