

## **JOINT PRE-TRIAL ORDER: INSTRUCTIONS**

The parties to an adversary proceeding must comply with the following instructions when preparing a Joint Pre-Trial Order. These instructions are intended to supplement, not supplant, the requirements contained in Local Bankruptcy Rule 7016-1(2).

Each Joint Pre-Trial Order must:

- (1) Clearly state each claim for relief and affirmative defense asserted.
- (2) Elucidate each element of each claim for relief and affirmative defense, and list witnesses, admissions, and exhibits related to each contested element.
- (3) Identify each contested issue of law and the corresponding element of a claim for relief or affirmative defense. Provide a brief citation of authority for each counsel's position.
- (4) Note the elements established by pleading, admissions, and stipulations.
- (5) Identify the contested issues of fact and the corresponding element of a claim for relief or affirmative defense.
- (6) List each exhibit and attach a legible copy.
- (7) Recite in a separate document any evidentiary objections and any response to said objections. The court shall rule upon these objections at the Pre-Trial Conference. Any objections that could have been raised at this stage of the proceeding and are not shall be deemed waived.

HON. ALAN M. AHART  
United States Bankruptcy Judge