**JURY TRIALS PROCEDURES**

**DISTRICT COURT, DEPT XXIII**

**JUDGE JASMIN LILLY-SPELLS**

* *Please arrive at least 20 minutes before trial time for resolution of any pre-trial issues. The trial will begin promptly at the start time given.*
* *Be prepared for trial before the trial begins. Court may start as early as 8:00 am and end as late as 6:00 p.m. The court will not delay the progress of the trial because counsel is disorganized with witnesses or is unprepared to proceed with closing argument at the end of evidence presentation.*
* *Any motion to continue trial must comply with EDCR 7.30. Trials will not be continued for settlement conferences or mediation.*

**Audio Visual Equipment**

If counsel anticipate the need for audio visual equipment during the trial, a request must be submitted to the District Courts AV department following the calendar call. You can reach the AV Dept at 671-3300 or via E-Mail at [CourtHelpDesk@ClarkCountyCourts.us](mailto:CourtHelpDesk@ClarkCountyCourts.us)

**Depositions**

All original depositions anticipated to be used in any manner during the trial must be delivered to the clerk one (1) judicial day prior to the commencement of trial. If deposition testimony is anticipated to be used in lieu of live testimony, a designation (by page/line citation) of the portions of the testimony to be offered must be filed and served two (2) judicial days prior to the commencement of trial. Any objections or counter-designations (by page/line citation) of testimony must be filed and served one (1) judicial day prior to the commencement of trial. Counsel shall advise the clerk prior to publication. Depositions are not marked, nor submitted as exhibits. Original depositions are filed and published when used in court.

**Exhibits**

Counsel are encouraged to submit joint exhibits. If counsel are submitting separate sets of exhibits, they are encouraged to remove duplicates.

Plaintiffs exhibits shall be marked by numbers. Defense exhibits are marked by letters. Any joint exhibits shall be marked by numbers. If there are 200 or more exhibits, counsel shall contact the department to discuss using Electronic Exhibits. (See Rules for Electronic Exhibits).

In order to keep an exhibit intact, be certain each exhibit is bound in some fashion.

Photographs must be identified separately. DO NOT PLACE SEVERAL PHOTOS on one sheet of paper as this causes problems if only one is admitted. For example, if exhibit 23 consists of 3 photos, label them 23-a, 23-b, 23-c etc.

Do not mark the exhibit itself, this will be done by the Clerk.

Submit an Exhibit List, numbered for Plaintiffs and lettered for Defendants, containing a short description of each exhibit with three columns to the right entitled: Date Offered/ Objection/Date Admitted.

Larger versions of exhibits may be used as demonstrative exhibits. These are generally not marked as exhibits and usually do not go to the jury. If counsel wants the larger version to be submitted to the jury, it must be marked separately.

**Jury Notebook (Civil)**

In accordance with EDCR 2.67, counsel shall meet, review, and discuss items to be included in the Jury Notebook. Pursuant to EDCR 2.68, at the final Pre-Trial Conference, counsel shall be prepared to stipulate or make specific objections to items to be included in the Jury Notebook.

**Proposed Jury Instructions and Verdict Forms**

Civil: In accordance with EDCR 2.67, counsel shall meet and discuss pre-instructions to the jury, jury instructions and verdict forms. Each side shall provide the Court, at the final Pre-Trial Conference, an agreed set of jury instructions and proposed form of verdict along with any additional proposed jury instructions with an electronic copy in Word format. These can be submitted on disc/flash drive or should be e-mailed to the Department JEA, [boyerd@clarkcountycourts.us](mailto:boyerd@clarkcountycourts.us) and the Department Law Clerk, [Dept23LC@ClarkCountyCourts.us](mailto:Dept23LC@ClarkCountyCourts.us) All offered but not accepted jury instructions will be filed as a proposed, not given jury instruction.

Criminal: Jury Instructions are due to the court by the first day of trial and should be emailed to the Department JEA, [boyerd@clarkcountycourts.us](mailto:boyerd@clarkcountycourts.us) and the Department Law Clerk, [Dept23lc@clarkcountycourts.us](mailto:Dept23lc@clarkcountycourts.us). Counsel shall meet and discuss proposed jury instructions and verdict forms prior to arguments before the court. Counsel shall advise which jury instructions are agreed to. All offered but not accepted jury instructions will be filed as a proposed, not given jury instruction.

**Proposed Voir Dire**

In accordance with EDCR 7.70, counsel shall provide the court with proposed voir dire questions (1) judicial day prior to the start of trial. This should be emailed to Department JEA, [boyerd@clarkcountycourts.us](mailto:boyerd@clarkcountycourts.us) and Department Law Clerk, [dept23lc@clarkcountycourts.us](mailto:dept23lc@clarkcountycourts.us).

**Trial Memoranda and Court Instructions**

Each side may at counsel’s discretion file a trial memorandum addressing any complex or significant legal issues not less than two (2) judicial days prior to the start of trial. Trial memorandum should be electronically filed and a courtesy copy emailed, in Word format to the Department JEA, boyerd@clarkcountycourts.us and the Department Law Clerk, Dept23LC@clarkcountycourts.us.

**Witnesses/Conflicts**

Please make sure to check availability of your witnesses and any scheduling conflicts for trial before calendar call. Once set at calendar call, trials will not be continued for non-emergency conflicts of witnesses, parties or attorneys. Known conflicts that require a continuance should be addressed by way of a written motion.

\*\*\* Attach Exhibit List doc here\*\*\*