

PREPARING FOR THE FEDERAL TRIAL

Friday, May 4, 2012
Charles Evans Whittaker Courthouse
400 E. 9th Street
Kansas City, Missouri

REGISTRATION FORM

Registration Fee: \$245 (does not include parking)

Hon. Robert E. Larsen

United States Magistrate Judge - Western District of Missouri and former Assistant United States Attorney, Kansas City, Mo.

Mr. Charles M. Thomas

Assistant United States Attorney, Civil Division, Western District of Missouri, Kansas City, Mo.

8:30 A.M. REGISTRATION

9:00 A.M. MASTERING THE FILE

- Preparation: analyzing and summarizing exhibits and witness depositions and other statements so that the underlying information is both organized for pretrial preparation and later retrievable at trial.
- Litigation Notebooks: setting up and using the reminder list (e.g., things to do and deadlines to meet), the trial workbook, and the final trial notebook.
- Litigation Folders: setting up folders to organize exhibits, witness statements, and trial pleadings.

10:20 A.M. BREAK

10:30 A.M. PREPARING CREDIBLE AND PERSUASIVE WITNESSES

- Pretrial Interviews: preparing percipient and expert witnesses to testify persuasively on both direct and cross-examination.
- Direct and Cross: avoiding confusing questions and annoying practices at trial, drafting effective direct and cross-examinations, and preparing to deal with adverse and hostile witnesses.
- Trial Visuals: making, disclosing, and satisfying the evidentiary foundation for pedagogical exhibits, summaries, computer animations, and computer simulations.

NOON LUNCH (included in seminar fee)

1:00 P.M. MAKING A RECORD

- Objections: making legally sufficient objections, filing appropriate motions in limine, and securing definitive court rulings before and during trial.
- Jury Instructions and the Instructions Conference: compiling a complete and organized set of model or pattern jury instructions that will advance your case, and making legally sufficient objections to the final jury instructions at the close of the evidence.
- Trial Disclosures: making, supplementing, and satisfying the evidentiary disclosure requirements established by the Federal

Rules of Evidence, the Federal Rules of Civil Procedure, and the Federal Rules of Criminal Procedure, and any additional disclosure requirements contained in the local rules and the judge's scheduling order (e.g., expert witness reports, lay-opinion disclosures, use of dated prior convictions for witness impeachment, use of Rule 404(b) other acts, and summary witness disclosures).

- Motions for Directed Verdict: Preparing and filing written motions for directed verdict at the close of the opponent's evidence and at the close of all the evidence.

2:20 P.M. BREAK

2:30 P.M. GOING TO COURT

- The Pretrial Conference: discovering the judge's trial preferences (e.g., objections at the bench, approaching the witness box, employing time limitations), narrowing the issues to those really in dispute at trial, and getting the opposition to concede or stipulate to uncontroverted matters.
- Final Preparations: blocking out your schedule, using a second chair, organizing your order of proof, and lining up your witnesses.
- Dealing with the Courthouse Staff: What you say and how you act will be reported to the judge.

3:00 P.M. PRESERVING CLAIMS AND DEFENSES DURING PRETRIAL CIVIL LITIGATION

- Preservation of claims and defenses in pleadings.
- Preservation of Rule 12 defenses.
- Preservation of evidence in Rule 26 disclosures and written discovery.
- Preservation of privileges and work product in pretrial litigation.
- Preservation of objections to deposition testimony, and the use of errata sheets.
- Summary judgment motions and responses.
- Dismissals in federal court.

4:30 P.M. Q & A WITH JUDGE LARSEN AND MR. THOMAS

5:00 P.M. ADJOURN

CLE Credit: 8.0 Mo. & Kan.

Questions? Call: 816-235-1648

Please make check payable to University of Missouri and mail to: Continuing Legal Education, UMKC School of Law, 5100 Rockhill Road, Kansas City, MO 64110-2499. If you have any questions call our office at (816) 235-1648.

Enclosed is \$ _____ for _____ registration(s) for enrollment in the Preparing for the Federal Trial Seminar at the Charles Evans Whittaker Courthouse, 400 E. 9th Street, Kansas City, Mo., Friday, May 4, 2012.

Name (please print or type)

Firm or Company

Address

City/State

ZIP

Phone Number

Fax Number

e-mail

If paying by credit card, fill out the following information. Credit card registrations may be faxed to (816) 235-5414.

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Card Number

Exp. Date

Relay Missouri. 800-735-2966 (TT) 800-735-2466 (Voice).

No admission ticket or confirmation will be sent. Just pick up materials at the registration desk on the day of the program. Preregistration is encouraged. There is no penalty for walk-in enrollments.

Cancellations & Refunds

We understand that conflicts arise. Cancellations received 48 hours or more prior to the beginning of the program will be refunded. Alternatively, you may choose to receive a credit voucher for a future UMKC/CLE program. Late cancellations and "no shows" will receive program materials on request. Substitutions are always permitted.

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UNIVERSITY OF MISSOURI-KANSAS CITY
Continuing Legal Education
5100 Rockhill Road
Kansas City, MO 64110-2499

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CLE Credit 8.0 Mo. \ Kan. applied for

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All attendees will receive a copy of Judge Larsen's book
"Navigating the Federal Trial" (Thomson West, 2010).

A \$134 value!

Learn more about this and other programs at our web site:
www.law.umkc.edu/cle

Parking for the Charles Evans Whittaker Courthouse

Directions and Parking information:
[http://www.mow.uscourts.gov/court_location_information.](http://www.mow.uscourts.gov/court_location_information.html#kansascityParking)

[html#kansascityParking](http://www.mow.uscourts.gov/court_location_information.html#kansascityParking)

Parking is not included in the registration fee. Pay lots are located near the building. Some lots have attendants, while others may have a box in which to deposit money. It is **NOT** recommended that you park on the street at meters or the UMB parking garage. Parking fees vary from approximately \$2-\$10.

Public Parking Locations:

11th & Oak Streets

Southwest corner of 9th & Oak Streets

9th Street and Holmes Road

912 McGee Street - The Reserve Garage

Between 9th & 10th Streets on Oak - Daily Parking - credit card only

Courthouse Security

Arrive early. Be sure to allow extra time to go through security before checking in at the seminar.

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15 hours CLE (2 ethics) • \$3050 travel package

For more information:

- Contact Daniel McCarroll at mccarrolld@umkc.edu
- See our web site: www.law.umkc.edu/cle
- Call our office at 816-235-1648.