

UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF TENNESSEE

STANDARD PRETRIAL PROCEDURES FOR CRIMINAL CASES
BEFORE JUDGE SHERYL H. LIPMAN

(unless different deadlines have been imposed in the case)

BY THE CLOSE OF BUSINESS ONE WEEK PRIOR TO TRIAL:

- A. The Parties shall file on the docket:
1. An agreed set of jury instructions;
 2. Alternative versions of jury instructions on which there is not an agreement, with citations and supporting authorities;
 3. An agreed verdict form or alternative versions;
 4. Motions in limine; and
 5. Any stipulations between the parties.
- B. The Parties shall email to Chambers ([ECF Judge Lipman@tnwd.uscourts.gov](mailto:ECF_Judge_Lipman@tnwd.uscourts.gov)):
1. The names of all potential witnesses (**Government only** – for jury selection); and
 2. The names of all attorneys involved in the trial and anyone else seated at counsel table.

ADDITIONAL PROCEDURES:

- A. Motions in Limine:
1. Responses shall be filed by 4:00 p.m. three (3) business days after the motion(s) is filed.
- B. Motions for Continuances:
1. Any motion for a continuance of the trial shall be supported by an affidavit stating the reason(s) for the continuance.
 2. The motion shall include the proposed alternative trial dates and other pretrial deadlines consistent with this Order that are agreeable to counsel for all parties.
 3. **A speedy trial waiver executed by the Defendant shall also accompany that motion.**
 4. Failure to comply with these requirements may constitute grounds to deny the motion.
- C. Contacting the Court:
1. The Court's staff is not authorized to entertain any requests by telephone or email for a continuance or an extension of deadlines for any reason; and
 2. Such a request is considered only on a motion filed with the Court.