

## **COURTROOM TRIAL PROCEDURE**

- At least 5 days prior to the scheduled trial date, the parties/counsel shall contact Charlotte County Court Administration IT Support for any technology need or questions related to trial presentations at

[Charlottehelpdesk@ca.cjis20.org](mailto:Charlottehelpdesk@ca.cjis20.org)

Do not assume that any technology is available without confirmation from Charlotte County Court Administration IT Support.

- The parties are to review Orders relating to the trial and submit one complete set of agreed Jury Instructions and Verdict forms; each party will submit separate requested by not agreed Jury Instructions and Verdict forms. This is designed to require counsel to discuss and narrow any disagreements.

- If the parties request rulings on deposition designations and objections prior to the trial, send a PDF of the transcripts via e-mail to:

[GGentilecivil@ca.cjis20.org](mailto:GGentilecivil@ca.cjis20.org)

- Please inform the Judicial Assistant immediately if your case resolves prior to the scheduled trial date.