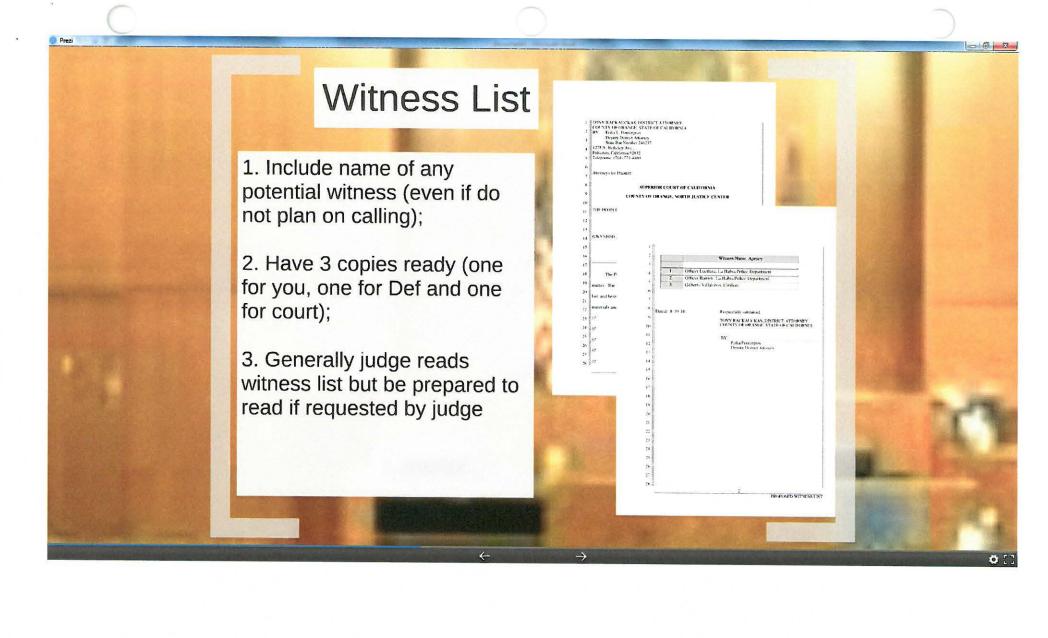
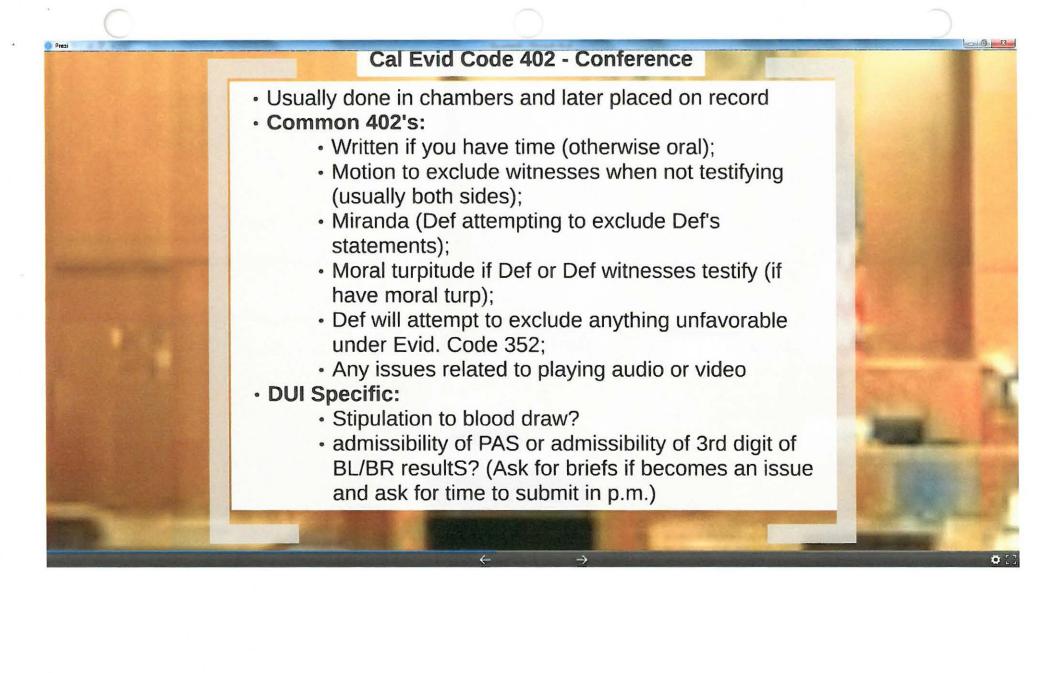


Scheduling

- 1. Trial DDA is responsible for all scheduling
 - a. Confer with calendar DDA Ensure that all witnesses are available (get phone list or other #s from calendar DDA);
 - b. Call liaisons Tell liaison when officers should report (give yourself time to prep with officers);
 - c. Consider asking liaison to have officers call your cell ASAP (liaisons will not give out officers' cell numbers);
 - d. Keep other subpoenaed officers "on call" even if may not call them to testify
- 2. Confer with Colleagues & Calendar DDA re typical schedule in assigned courtroom





- Renew request for Defense discovery (any Defense witnesses, including experts & statements) Must disclose per PC 1054.3
- Ask Judge for courtroom protocol/preferences
 - Jury Selection
 - Any "usual" questions that judge asks (also, request specific questions you want judge to ask, if any);
 - Does judge use 6 pack? Peremptory challenges from 12 or 18?
 - Time limits (first 18, subsequent groups)?
 - Ensure okay to refer to jurors by last name (instead of #)?
 - · Most judges allow last names for misdos
 - Jury Instructions
 - Judge preferences re proposed jury instructions (redactions?)
 - · 100s and 200s?
 - · When does judge instruct (before or after closings)?
 - When needed? (Try to get until next day or later)
 - Exhibit list required? (Usually not required)
 - Closing Any time limits?
 - Notify judge of any witness scheduling issues

