Issued: 03/01/90

Revised: 05/11 (DR)

PRE-TRIAL REPORT

(Submit at least 15 days prior to trial date.)

TO:                                        Date:

 Assistant Chief Counsel

Case Type:

Case Style:

Court Case #:                 Court:               Scheduled Date of Trial:

CCO Counsel:                            Opposing Counsel:

CCO Approved Offer:

I. Nature of Claim(s):

*(Give a short description of the claims)*

II. Facts:

*(Brief description of pertinent facts.)*

III. Liability Evaluation:

*(Analyze and include discussion of any dispositive motion filed stating its grounds and stated reason for court’s denial.)*

**EXHIBIT 5E-1**

IV. Trial and Evidentiary Considerations:

*(Describe the primary witnesses and evaluate their probable effect on the jury, both as to presentation and content.)*

*(Analyze the plaintiff's damages and probable range of recovery.)*

*(Describe any evidentiary issues which may have an impact on the outcome of the verdict.)*

 *(Note any potential significance of venue or judge.)*

V. Settlement Offers:

 *(Document every settlement demand and offer by any party by noting the date and demand/offer.)*

VI. Client Contact: (Address separately for each contact) Has the issue of settlement been discussed with our clients? [ ]  Yes [ ]  No

A. With whom (District):                                         When?

 Name and Title Date

 Reaction:

B. With whom (Central Office):                                    When?

 Name and Title Date

 Reaction:

VII. Recommendations:

*(Evaluate the expected range of jury verdict. Give your final recommendation regarding trial or settlement.)*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Trial Counsel

*J:\spm\2001 procedures\exh5e-1(NEW)*