

JUDGE HUNTSMAN PROCEDURES

I. Initial Scheduling Conference

- A. At the initial scheduling conference, the parties should be prepared to discuss the following:
1. claims at issue, subjects for discovery, and proportionality;
 2. the parties' agreement on discovery into electronically stored information, including—if applicable—sources of discovery, custodians, preservation, methods of searching, and form of production (native, PDF with metadata, etc.);
 3. whether a protective order will be needed in the case;
 4. how privilege/protection will be claimed and whether the parties want a FRE 502(d) order;
 5. any proposed changes to the timing or manner of discovery;
 6. settlement, including identifying discovery that may facilitate early settlement and the timing of the settlement conference; and
 7. any scheduling issues, including a date certain for trial.

II. Joint Status Report on Discovery

- A. The joint status report on discovery shall be filed on behalf of all parties and contain the following information:
1. the date each party issued written discovery;
 2. the date each party responded to written discovery;
 3. the amount of document discovery each party provided;
 4. the names and dates of witnesses who have been deposed;
 5. the names of all witnesses that remain to be deposed prior to the discovery cutoff;
 6. a list of any subpoenas issued by each party and the number of documents obtained as a result of that subpoena; and
 7. any discovery issues that should be brought to the Court's attention at this time.

III. Deposition/Video/Interrogatory Designations, Counter-designations, and Objections

- A. The parties shall comply with the requirements of LCvR 30-1(c) in preparing designations and objections (including the requirement for a personal meeting between counsel).
- B. Designations and counter-designations shall include the witness name, page, line number, and the basis for the objection.
- C. The original designating party is responsible for submitting to the court the hard copy transcript annotated with objections. Designations and counter-designations shall be highlighted with different colors. Objections, and the bases therefore, should be referenced or annotated in the margins.
- D. If a witness is not available for trial, a party may use/read the witness's testimony as has been designated or counter-designated by any party. At trial, except for good cause shown, the reader of the testimony of a single witness will remain the same, and counsel shall agree as to who reads the designated questions.

IV. Agreed Proposed Pretrial Order

- A. The parties shall use the form of order available at <https://www.oknd.uscourts.gov/magistrate-judge-susan-e-huntsman>. The parties should follow the instructions contained on the form.
- B. Exhibit lists shall include objections to exhibits and responses to objections.
- C. The agreed pretrial order should be submitted to SHIntake_OKND@oknd.uscourts.gov

V. Jury Instructions

- A. Proposed jury instructions shall include the text of the instruction, as well as a citation to the authority for the instruction.
- B. In addition to filing any jury instructions, the parties shall submit them in word format to SHIntake_OKND@oknd.uscourts.gov