# The Honorable Mary Geiger Lewis

**IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF SOUTH CAROLINA**

**NOTICE REGARDING JURY SELECTION AND TRIAL**

## To provide for an orderly and expeditious disposition of the cases on the trial calendar, the following provisions and deadlines must be complied with:

**{{MIL}} Motions in Limine** shall be filed unless a previously filed scheduling order provides for an earlier date.

**{{JointStatFiling}} Joint** status report shall be filed. This form can be found on [www.scd.uscourts.gov.](http://www.scd.uscourts.gov/)

**{{Resp2MIL}} Written responses to Motions in Limine**, if any, shall be filed unless a previously filed scheduling order provides for an earlier date.

**{{Repl2MIL}} Written replies to responses to Motions in Limine**, if any, shall be filed unless a previously filed scheduling order provides for an earlier date.

**{{TrialBriefs}} Pretrial Briefs** are due unless a previously filed scheduling order provides for an earlier date. Pretrial Briefs are expected to be e-mailed in **WordPerfect 9 format** or **MS WORD format** to [lewis\_ecf@scd.uscourts.gov](mailto:Herlong_ecf@scd.uscourts) in accordance with Rule 26.05 of the Local Rules.

**{{Req2Charge}}** All **Requests to Charge, Requests for Voir Dire, and Proposed Verdict Forms** shall be submitted **JOINTLY** to the Court by email to [lewis\_ecf@scd.uscourts.gov](mailto:Herlong_ecf@scd.uscourts) **in WordPerfect 9 format** or **MS WORD format.** Joint Requests for Voir Dire must include a **joint** list of witnesses along with their addresses as well as the occupation of each witness. **These documents shall not be filed.**

**{{ListOfJurors}}** The list of jurors will be available in the Clerk’s Office. The Court will submit written interrogatories to the jury venire. **THESE INTERROGATORIES WILL NOT BE REPEATED AT JURY SELECTION.**

**{{JSumQstAvail}}** Copies of the responses to the written interrogatories submitted to the jury venire will be available for review in the Clerk’s Office. Copies of the responses will be available for purchase. To purchase copies of questionnaires or obtain a list of jurors, a request form (found on the Court’s website), must be submitted to the Clerk’s Office via fax at 803-765-5283 or via mail at 901 Richland Street, Columbia,

SC 29201. You are responsible for submitting the approved form to Copy Pickup, Inc., 803-799-2679, when purchasing the Questionnaires.

**{{StrikesSubmitted}}** All **Strikes for Cause** must be submitted **JOINTLY** by e m a i l t o t h e C l e r k ’ s O f f i c e a t [filingdocs\_ecf\_cola@scd.uscourts.gov](mailto:filingdocs_ecf_cola@scd.uscourts.gov) and to chambers at [lewis\_ecf@scd.uscourts.gov](mailto:Herlong_ecf@scd.uscourts). Judge Lewis’ Joint Strikes for Cause form is located on the Court’s website under Forms- Jury. Please list all joint strikes as well as a list of strikes not agreed upon.

## {{JurySelDate}} Jury Selection. 9:30 a.m.

**901 Richland Street Columbia, SC**

**To Be Determined Trial.**

Attorneys for each party shall, at least fourteen (14) days prior to jury selection, meet for the purpose of exchanging and marking all exhibits to be used at trial, and, where possible, agree on the admissibility of all trial exhibits. In the event there is an objection to any exhibit, the attorneys must notify the Court of such objection ***at least two (2) days prior to trial***. Otherwise, such objection will be deemed waived. The exhibit list shall be furnished by each side to the Courtroom Clerk on the day of trial. All exhibits listed shall be deemed admitted for all purposes unless the court denies admission based on objections submitted to the court as set out above.

## COUNSEL ARE REQUIRED TO USE THE ELECTRONIC COURTROOM PRESENTATION

**SYSTEM IN TRIAL.** If your case is going to trial and you did not participate in electronic courtroom training when it was offered, it is **YOUR** responsibility to contact the court clerk for information regarding use of the electronic courtroom **PRIOR TO TRIAL**. It is not possible to be trained the morning of trial.

## THE COURT MAY NOT CONSIDER ANY REQUESTS FOR CHARGE, REQUESTS FOR VOIR DIRE OR ANY EXHIBITS FOR ADMISSION DURING TRIAL SUBMITTED AFTER THE ABOVE DATE.

When a civil action scheduled for jury trial is settled or otherwise disposed of in advance of the actual trial, then, except for good cause shown, all juror’s costs, including marshal’s fees, mileage, and per diem, may be assessed equally against the parties and their counsel or otherwise assessed as directed by the Court, unless the Clerk’s Office is notified **at least one full business day prior to the date on which the action is scheduled for trial**. Notification to the Clerk’s Office is necessary in order to notify jurors that their presence will not be required.

In accordance with the provisions of 28 U.S.C. § 636(c), you are hereby notified that the United States Magistrate Judges of the District Court, in addition to their other duties, may, upon consent of all parties in a civil case, and with the approval of the District Judge, conduct any or all proceedings, including a Jury or Non-Jury trial, and order the entry of a final judgment.

BY DIRECTION OF THE COURT ROBIN BLUME, CLERK