

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF VERMONT**

FORMAT FOR PRE-TRIAL STATEMENTS

[Note: Refer to Vt. LBR 7016-1(b).]

A pre-trial statement should be filed jointly by the parties. If the parties are not able to reach an agreement as to a joint pre-trial statement, then each party is expected to file and serve his or her own pre-trial statement with an affirmation that he/she has made diligent, good faith efforts to produce a joint pre-trial statement, but was unable to do so.

The pre-trial statement should include the following information, in this sequence:

- (a) The correct case caption;
- (b) A brief procedural history of the case, including the dates: (i) the case was filed; (ii) the instant proceeding was filed; (iii) the various key pleadings and papers were filed; and (iv) when the pre-trial statement is due;
- (c) A statement of the undisputed material facts;
- (d) A statement of the disputed material facts;
- (e) An outline of the contested legal issues (including whether the Court has jurisdiction to enter final orders on each issue);
- (f) An outline of all evidentiary issues and any anticipated objections;
- (g) Identification of witnesses with a brief summary of each witness's anticipated testimony;
- (h) Identification of exhibits and an assertion that exhibits will be exchanged, marked and copied prior to the hearing so the Court and all counsel shall have a complete set available to them throughout the trial or hearing;
- (i) The estimated length of the trial or contested hearing; and
- (j) Any unique circumstances to be addressed.