

PROCEDURES FOR PREPARING PROPOSED JURY INSTRUCTIONS
for Senior United States District Judge John Edwards Conway

1. No later than five days before jury selection is set to begin, submit two (2) original sets of double-spaced instructions to conwaychambers@nmcourt.fed.us.
 - a. One of these sets of instructions should be clean, without citations, and with each instruction headed “INSTRUCTION NO. ____.”
 - b. The second set should include citations, with each instruction headed as “[PLAINTIFF’S or DEFENDANT’S] INSTRUCTION NO. 1,” et seq. The second set, which includes citations, should be filed as “[Plaintiff’s or Defendant’s] Requested Jury Instructions.”
2. Clean copies of proposed instructions should be submitted in WordPerfect form.
3. Submit no more than one instruction per page.
4. Carefully proofread each instruction for errors in spelling, grammar, punctuation and citations and for unintended deviations from pattern instructions used as sources.
5. Submit a cover sheet and praecipe on all sets of instructions.
6. In criminal matters, Judge Conway generally uses the Tenth Circuit pattern instructions as stock instructions.
7. In civil matters, Judge Conway will prepare and provide the parties, upon request, with a court-proposed set of general “stock” jury instructions which will be given unless counsel state specific objections. Instead of submitting general instructions, the parties should focus their attention on submitting proposed instructions setting forth the elements and definitions of the claims or charges, and the elements and definitions of any defenses.
8. Instructions are due at least **FIVE (5)** working days before jury selection is set to begin.