

**PREPARATION OF JURY INSTRUCTIONS FOR
THE HONORABLE W. DANIEL SCHNEIDER**

1. The Court will prepare and provide the parties with a Court-proposed set of general “stock” instructions twenty (25) calendar days prior to trial. The parties shall not prepare stock instructions. Any objections to, modifications of or additions to these stock instructions must be made to the Court no later than ten (10) calendar days prior to trial.
2. The parties shall confer and agree to as many instructions as possible. The instructions that the parties must submit to the Court will be those which set forth the elements and definitions of the claims or charges and the elements and any definitions of any defenses. **DO NOT SUBMIT STOCK INSTRUCTIONS TO THE COURT.** Plaintiff shall provide Defendant with his proposed instructions no later than twenty (20) calendar days before trial. Defendant shall notify Plaintiff of agreed upon instructions and/or additional instructions no later than fifteen (15) calendar days before trial. The Plaintiff shall submit one mutually approved set of instructions to the Court no later than ten (10) calendar days prior to trial.
3. For those instructions that the parties are unable to agree upon, each party shall submit his own instructions no later than ten (10) calendar days prior to trial.
4. The parties are responsible for filing jury instructions with the Clerk.
5. Form of instructions:
 - a. All instructions shall be double spaced.
 - b. Submit no more than one instruction per page.
 - c. Submit one set of numbered instructions with a citation on the bottom of each the instruction and one set of unnumbered instructions without citations.
 - d. All deviations from pattern instructions must be identified as “modified” in the citation and the modification must be highlighted in the body of the instruction.
 - e. For those instructions that the parties were unable to agree upon, those instructions should be entitled “Plaintiff’s Requested Jury Instruction No. ____” or “Defendant’s Requested Jury Instruction No. ____.”
 - f. Submit a cover sheet for all sets of instructions.
 - g. Carefully proofread each instruction for errors in spelling, grammar, punctuation, citations, and for unintended deviations from pattern instructions used as sources.
6. If the New Mexico Uniform Jury Instructions are not applicable, please use the pattern instructions from the Fifth Circuit to the extent possible.
7. Supplemental unanticipated jury instructions may be submitted at trial.

**If you have any questions, please contact
Judge Schneider’s staff at 348-2370**