

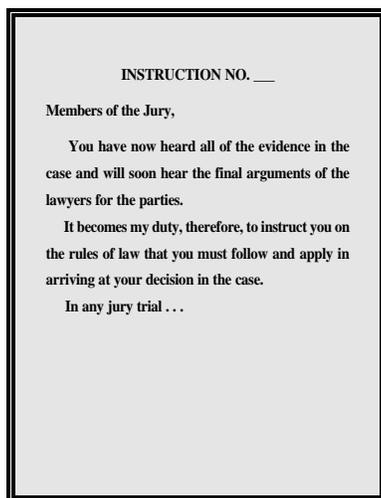
***PROCEDURES FOR PREPARING PROPOSED JURY INSTRUCTIONS  
FOR SENIOR UNITED STATES DISTRICT JUDGE JOHN EDWARDS CONWAY***

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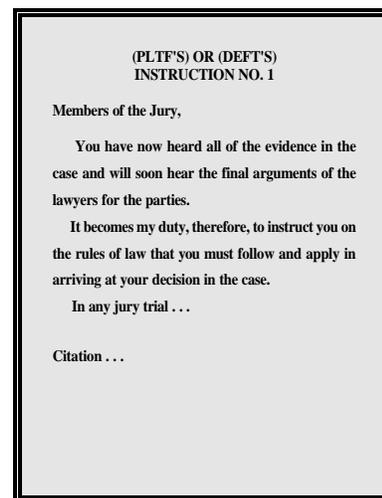
1. SUBMIT TWO (2) **ORIGINAL** sets of double-spaced instructions:  
\*one set without citations and headed "INSTRUCTION NO. \_\_\_" (Fig. 1), and  
\*one set with citations and numbered accordingly (Fig. 2), which will be filed with the clerk as a pleading.

Unless you also submit your instructions on a 3.5" diskette as described below in paragraph 2, please submit ONE (1) COPY of the numbered set with citations to authorities at the bottom.

2. For the Court's convenience, if your office has WordPerfect (preferably 8.0 for Windows), please submit a hard 3.5" diskette of all your instructions so that changes may be made by Judge Conway's chambers. The diskette will be returned upon request.
3. Submit **no more than one instruction** to a 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, preferably including a praecipe, on all sets of instructions.
6. **IN BOTH CIVIL AND CRIMINAL 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 similar 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. Judge Conway usually follows the **5th Circuit Pattern Instructions**.
7. Instructions and diskettes are due at least **five (5)** working days before jury selection is set to begin.
8. If your proposed jury instructions do not comply with the above directions, they will be refused. Your instructions will not be accepted for filing until you comply.



**Fig. 1 Clean Copy**



**Fig. 2 With Citation**