

**IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF ALABAMA  
KEYBOARD() DIVISION**

**KEYBOARD(),**

**Plaintiff(s),**

**v.**

**KEYBOARD(),**

**Defendant(s).**

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**CIVIL ACTION NO.:  
KEYBOARD()**

**ORDER SETTING BENCH TRIAL**

The above-referenced action is scheduled for non-jury trial on **KEYBOARD(**  
**time/day/date)**, Courtroom 8, Hugo L. Black U. S. Courthouse, Birmingham, Alabama.

Trial exhibits must be premarked with this court's exhibit labels. To request exhibit labels and exhibit lists, contact the courtroom deputy, Frankie Calahan, at 278-1738, at least three business days prior to trial. In addition to the trial exhibits premarked for presentation as evidence at trial, the court requests for the bench an exhibit notebook of anticipated trial exhibits (to the extent possible and practical).

Parties may, if they desire file trial briefs. Any such briefs must be filed at least ten business days prior to trial. Opposing parties will respond at least five business days prior to trial.

This court has learned that the following violations of rules of decorum delay trials and create undue controversy. For that reason, the court **directs** as follows:

1. Counsel are expected to always conduct themselves with civility and appropriate decorum, whether addressing the court, witnesses, parties or opposing counsel. The court will not tolerate conduct that violates rules of decorum.
2. Do not argue at time of making objections unless the court calls for argument. Just state general ground(s).
3. Counsel are to advise each other as to the anticipated order of witnesses and presentation of exhibits.
4. Every attorney practicing in this court certifies to the court by appearance before this court that he or she has read Civ.R.83, this district court's local rules, and materials posted on website of undersigned (<http://www.alnd.uscourts.gov/bowdre/BowdrePage.htm>), specifically court's expectations of counsel.

### **Advisory for Limiting Personal Information in Transcripts and Exhibits**

The judiciary's privacy policy restricts the publication of certain personal data in documents filed with the court. The policy requires limiting Social Security and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year. However, if such information is elicited during testimony or other court proceedings, it may become available to the public. The better practice is for you to avoid introducing this information into the record in the first place. Please take this into account when questioning witnesses, presenting documents, or making other statements in court. If a restricted item is mentioned in court, you may ask to have it stricken from the record or partially redacted to conform to the privacy policy, or the court may do so on its own motion.

**DONE** and **ORDERED** this KEYBOARD() day of KEYBOARD().