

[Date]

[Opposing Counsel Name/Court Administrator]

[Address]

[City, State, Zip Code]

Re: [Case Name and Docket Number]

Dear [Name],

Notice of Invocation of Rule Regarding Exclusion of Witnesses

Pursuant to [Insert Local Rule or Rule of Evidence, e.g., Federal Rule of Evidence 615], [Party Name] hereby requests the formal exclusion of all non-party witnesses from the courtroom during the trial proceedings of the above-referenced matter.

Specifically, we request that the Court order all witnesses to remain outside the courtroom so that they cannot hear the testimony of other witnesses. This request is made to prevent the tailoring of testimony, to ensure the independence of each witness's recollection, and to preserve the integrity of the fact-finding process.

This exclusion shall apply to all individuals intended to be called as witnesses by any party, with the exception of:

- A party who is a natural person;
- An officer or employee of a party which is not a natural person, designated as its representative;
- A person whose presence is shown by a party to be essential to the presentation of the party's cause; or
- A person authorized by statute to be present.

We further request that all counsel instruct their witnesses not to discuss the case, their testimony, or the testimony of others with any person other than the attorneys involved in this litigation until such time as the witness has been permanently excused by the Court.

Sincerely,

[Your Name]

[Your Law Firm]

[Your Contact Information]