

## CIVIL CASES

### **A. DESIGNATION OF LEAD ATTORNEY OF RECORD**

1. Counsel for each party in every civil case is directed to file a Designation of Lead Attorney of Record pursuant to Local Rule 3.5.1. This designation shall be filed for parties that are only represented by one attorney as well as when a party has multiple attorneys of record. This is necessary to ensure that each party receives copies of orders and notices sent by the Court.

### **B. CONTINUANCE MOTIONS**

1. Continuances from a trial date will be granted only for good cause shown.
2. All applications for continuance shall be filed on or before the Wednesday of the week prior to the **case management OR trial setting**. Applications for Continuance shall comply with Supreme Court Rule 65 and Local Rules 34.1 and 34.4
3. If a case is set for trial but has been otherwise resolved, Division 8 will not take the matter off of the trial docket until a dismissal is filed with the Court. If a dismissal cannot be filed before the trial date, the parties must file a Motion for Continuance or appear on the morning of trial to request a Continuance for that reason. A future court date will remain on the calendar for all pending cases.

### **C. CASE MANAGEMENT CONFERENCES:**

1. Attorneys designated as lead counsel shall appear for the case management conference.
2. The parties shall be prepared to discuss with the Court any issues remaining for trial, including:
  - Settlement Prospects;
  - Mediation and other Alternative Dispute Resolution;
  - Joinder of Additional parties;
  - Amendment of Pleadings;
  - Designation of Expert Witnesses;'
  - Completion of Discovery;
  - Filing of Dispositive Motions; and
  - Pre-trial Conference and Dates.
3. The parties shall be prepared to set the matter for trial.
4. In the event that the initial case management conference does not result in a pre-trial order, another case management conference will be scheduled.

5. All deadlines, except for the dispositive motion deadline and trial date, which are set out in the Court's Scheduling Order may be changed without leave of Court if agreed upon by the parties.
6. Failure to appear for a scheduled case management conference may result in dismissal of the case.

#### **D. FILING OF MOTIONS**

1. All motions (except motions for continuance) and replies to motions should be FILED IN THE COURT ADMINISTRATOR'S OFFICE. **If a motion involves a matter requiring immediate attention, a courtesy copy of the motion may be e-mailed to [div8chambers@courts.mo.gov](mailto:div8chambers@courts.mo.gov).**
2. Pursuant to Local Rule 33.5.5, all motions **MUST** be accompanied by a proposed order in Word or Word compatible format and should be e-mailed to [div8chambers@courts.mo.gov](mailto:div8chambers@courts.mo.gov). The case number and style of the case should be included in the subject line with the **case number first**.
3. Counsel shall make efforts to resolve any discovery dispute first as required by Local Rule 33.5.
4. It is the policy of Division 8 to attempt to rule on all motions promptly upon their becoming ripe for ruling. If a motion is ripe, but has not been ruled upon, counsel may bring that to the attention of the Division 8 Law Clerk, preferably via e-mail. The Law Clerk's email is listed on the Division 8 webpage.

#### **E. PRE-TRIAL MATTERS**

1. If a date for pre-trial conference is not set at the case management conference, the parties may contact the Division 8 Law Clerk, at least one month prior to the trial date, to schedule one.
2. Please refer to the Court's Scheduling Order for other pre-trial matters and deadlines.
3. Please contact the Division 8 Law Clerk to arrange a time to set up any equipment in the courtroom or if you have any other questions regarding pre-trial matters.

#### **F. TRIAL:**

1. The parties shall provide the Court and the Court Reporter with a Witness and Exhibit List on the morning of trial. The parties shall number all exhibits consecutively pursuant to Local Rule 24.1

2. The parties shall provide the Court with printed sets **of both clean AND annotated copies of proposed jury instructions** on the day trial begins. Copies of these instructions shall also be sent **electronically** in Word or Word compatible format to the Division 8 Law Clerk.
3. See the Guidelines for Trial/Courtroom Decorum.