

CIVIL CASE MANAGEMENT CONFERENCE GUIDELINES

- The lead attorney in the case shall attend the Case Management Conference and be prepared to discuss the merits of the case with a view toward early disposition of the case as well as make commitments on schedule dates and other matters which may arise.

- Be prepared to discuss the following:
 - Settlement Prospects.
 - Mediation or other Alternative Dispute Resolution.
 - Joinder of Additional Parties.
 - Amendment of the Pleadings.
 - Designation of Expert Witnesses.
 - Completion of Discovery.
 - Filing of Dispositive Motions.
 - Pre-trial Conference and Trial Dates.

- In the event that the initial Case Management Conference does not result in a pre-trial order, and to expedite case flow by ensuring that each case always has a future date, another Case Management Conference will be scheduled at the end of the Conference.

- For more information, refer to the [Civil Case Management Administrative Order](#) on the 16th Circuit website.