

CIVIL CASES

CASE MANAGEMENT

- Attorneys designated as lead counsel shall appear for case management.
- The parties shall be prepared to set the matter for trial.
- All trials are specially set and any requests for continuance shall be in compliance with local and Supreme Court rules.
- Failure to appear for case management may result in the matter being specially set for trial without attorney participation or may result in dismissal of the matter.

TRIAL

- All **pretrial motions** shall be emailed to the division law clerk no later than the Thursday before trial.
- Hard copies of **depositions to be read or viewed** in trial shall be provided to the Court, no later than the Thursday before trial and shall be highlighted showing what portions will be read or viewed, along with marked designations of any objections to those portions and the stated objection.
- **Pretrial conferences** may be set prior to trial by contacting the division.
- On the morning of trial, plaintiff(s) shall provide the Court with hard copies of the **marked and unmarked jury instructions**; said instructions shall be doubled-spaced and in 14 point font and also emailed to the law clerk in a Word document.
- The parties shall provide the Court, court reporter, and law clerk with hard copies of **witness and exhibit lists** in the format listed on the Division 4 web page for the 16th Judicial Circuit (See, “Forms” section). The parties shall contact the law clerk the week before trial to discuss numbering exhibits.
- Please contact the division to arrange a time to **set up and/or test audio-video equipment** in the courtroom.