IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

**AT KANSAS CITY**

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| **,**  | **)****)** |  |
|  **Plaintiff(s),** | **)** |  |
|  | **)** |  |
|  | **)** |  **Case No.**  |
| **v.** | **)** |  **Division**  **9** |
|  | **)** |  |
| **,** | **)****)** |  |
|  **Defendant(s)** | **)** |  |

# CIVIL SCHEDULING ORDER AND PRETRIAL ORDER

The Court hereby enters the following Scheduling Order and Pretrial Order:

*[For any Pro Se litigants, provide a Phone Number and E-mail Address]*

Plaintiff, appears by counsel, .

Plaintiff, appears by counsel, .

Plaintiff, appears by counsel, .

Plaintiff, appears by counsel, .

Defendant, appears by counsel, .

Defendant, appears by counsel, .

Defendant, appears by counsel, .

Defendant, appears by counsel, .

1. This case is set for trial on \_\_\_\_.
2. This case is set for a pretrial conference on \_\_\_\_. The pre-trial conference will be held by telephone. To appear, please use the following number and access code: USA Toll- Free: 1-408-418-9388; Access code: 966 278 533. *[The pre-trial conference date will be selected by the Court based on the parties’ selected trial date.]*
3. The parties shall amend all pleadings by \_\_\_\_.
4. Plaintiff(s)’s expert(s) shall be designated by \_\_\_\_.
5. Defendant(s)’s expert(s) shall be designated by \_\_\_\_.
6. All discovery shall be completed by \_\_\_\_.
7. Any dispositive motions shall be filed by \_\_\_\_. *[The dispositive motion deadline must be six months prior to the parties’ agreed upon trial date.]*
8. The parties are ordered to participate in mediation pursuant to Supreme Court Rule 17. Each party shall personally appear at the mediation and participate in the process. A representative from each party with settlement authority shall attend the mediation. Each party shall pay their respective pro-rata cost of the mediation directly to the mediator.
9. The dispositive motion date, pretrial date, and trial date shall be changed only by leave of Court. The parties are free to agree in writing, without leave of Court, to change any other deadlines.
10. Do not send chamber copies of pleadings or other filings unless related to time-sensitive matters or as specifically directed by the Court. Proposed orders should be sent in Microsoft Word format via e-mail.
11. The parties shall exchange a list of witnesses and exhibits ten days prior to the pretrial conference.
12. Deposition Designations
	1. Any depositions used at trial by an asserting party shall be identified to a defending party ten days prior to the pretrial conference using a distinctive highlighting color.
	2. The defending party shall provide counter designations in a contrasting color and objections to the asserting party’s designations in a third color.
	3. Counter designations and objections shall be returned to the asserting party five days prior to the pretrial conference.
	4. Prior to trial, the parties shall meet to discuss objections to deposition designations before presenting those objections to the Court.
13. Ten days prior to the pretrial conference, the parties shall meet and confer regarding jury instructions in an attempt to provide one, agreed-upon set of jury instructions. The parties shall submit to the Court a packet of instructions agreed-upon by the parties. If there are some instructions to which the parties cannot agree, the parties shall provide their proposed instructions, separately from the agreed-upon instructions, along with legal briefing in support of their positions.
14. Five days before the pretrial conference, the parties will email to chambers at Div9.cir16@courts.mo.gov and file in the casefile:
	1. A list of witnesses and exhibits;
	2. One complete set of jury instructions with supporting citations and including the facts and instruction language supported by your evidence;
	3. Non agreed-upon jury instructions with legal support;
	4. An electronic chambers copy of all jury instructions in Microsoft Word;
	5. Any trial briefs; and
	6. Any motions in limine. Prior to trial, the parties shall meet to discuss motions in limine before presenting those objections to the Court.
15. Prior to the pretrial, the parties will agree on an E1.01 Early Case Summary jury instruction.
16. The attorney(s) trying the case must be present at the pretrial conference.
17. **OTHER ORDERS/DIRECTIVES**:

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| January 30, 2025 |  |  |
| DATE |  | JOEL P. FAHNESTOCK, JUDGE, DIVISION 9  |

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| **CERTIFICATE OF SERVICE**I hereby certify that notice of the above and foregoing was sent through the Court’s e-filing system to all attorneys of record on: 30-Jan-2025 |
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| Law Clerk, Division 9 |