

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.
- The parties will be ordered to prepare a scheduling order to avoid the late filing of dispositive motions and to allow full and open discovery.
- All trials are specially set and no continuances will be freely granted.
- Failure to appear for case management will 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 filed no later than the Friday before trial.
- Hard copies of **depositions, to be read or viewed** in trial shall be provided to the Court, no later than the Friday 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 reporter 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 court reporter the week before trial to discuss numbering exhibits.
- Please contact the division to arrange a time to **set up equipment** in the courtroom.