

## SCHEDULING ORDER

DEADLINE:

FOR:

120 days prior to trial date

1. JOINDER OF PARTIES

75 days prior to trial date

2. EXPERT WITNESSES

Each party shall file into the record and provide opposing counsel with a list of the name, address, area of testimony and expertise of each expert witness and shall provide a written report prepared and signed by the expert, which shall comply with CCP Art. 1425(B) and include a list of qualifications of the witness, including all publications authored by the witness within the preceding ten years, the compensation to be paid the witness and a listing of any other cases in which the witness has testified as an expert at the trial or by deposition within the preceding four years. Any party may petition the court to modify this requirement, upon good showing, which petition must be filed 10 days prior to the deadline for providing this information. If the evidence is intended solely to contradict or rebut evidence on the same subject matter identified by another party, the information listed above must be furnished within 30 days after the disclosure made by the other party in compliance with CCP Art. 1425(C).

60 days prior to trial date

3. (a) AMENDMENT OF PLEADINGS

(b) FINAL EXCHANGE OF COPIES OF REPORTS OF TREATING PHYSICIANS

(it is anticipated that, throughout discovery, each party shall continuously [within five days of receipt] exchange copies of said reports.)

(c) EXCHANGE OF SPECIFIC WITNESS AND EXHIBIT LISTS

- (i) Each party shall list the name, address and area of testimony of each witness. The witness list shall include rebuttal witnesses, reasonably anticipated.
- (ii) The party listing the witness bears a responsibility of producing that witness at trial. Opposing parties may call the said witness to testify.
- (iii) Each party shall list separately and with particularity each exhibit.
- (iv) Should a party fail to introduce its listed exhibit, an opposing attorney may introduce the exhibit.
- (v) Absent good cause, no witness or exhibits shall be allowed which are not properly identified and listed.

Four (4) weeks prior to trial

4. (a) DISCOVERY COMPLETED

(b) DISPOSITIVE MOTIONS COMPLETED

(c) JURY OR BENCH TRIALS

Pretrial conferences are pre-set for jury trials scheduled in certain divisions. If pretrial conferences are desired in any other matter, any party may schedule same with the judge's office. Trial counsel for each party shall attend the conference. No substitutions of counsel will be allowed without prior approval by the Court. Counsel shall come to the conference fully prepared to discuss settlement of the case

and all other preliminary matters.

5. In the event that a pre-trial conference is scheduled, then counsel for each party shall file pre-trial stipulations, which shall be due three working days prior to the pre-trial conference. A copy shall be delivered to the home office of the trial judge.

6. EXPERT DEPOSITIONS COMPLETED

7. MOTIONS IN LIMINE

Eight (8) days prior  
to trial

8. NON-JURY TRIALS

Each party shall prepare a pre-trial memorandum, which shall include a statement setting forth the length of the trial. The original memorandum shall be delivered to the home office of the trial judge. Copies shall be provided to all counsel.

9. JURY TRIALS

Each party shall prepare a short and concise statement of the case, which shall include an estimate as to the length of the trial. Said statement, together with any requested jury instructions and interrogatories, shall be delivered to the home office of the trial judge. Copies shall be provided to all counsel.

10. MARK AND EXCHANGE EXHIBITS AND  
DEMONSTRATIVE AIDS

11. EDITING OF TRIAL DEPOSITIONS/FILING OBJECTIONS

12. NON-JURY TRIALS: SUBMIT TRIAL DEPOSITIONS TO  
THE JUDGE'S CHAMBERS

13. SETTLEMENT NEGOTIATIONS

All counsel shall confer personally at least ten days prior to trial in order to confect stipulations and discuss settlement of the case.

## PRE-TRIAL STIPULATIONS

1. Set forth all parties and attorneys of record in the case, and all claims, counter-claims, cross-claims, and third party claims.
2. In general, the plaintiff/defendant claims: (set forth each claim and its pertinent statutory authority).
3. The following facts are established by the pleadings or are established by the stipulations or admissions of counsel: (set forth).
4. The contested issues of fact are: (set forth).
5. The contested issues of law are: (set forth).
6. Each party shall attach exhibit and witness lists to the Pre-trial Stipulations in accordance with the following instruction.
  - i. Each party shall list the name, address and area of testimony of each (lay and expert) witness. Additionally, the area of expertise of each expert witness shall be listed. The witness list shall include rebuttal witnesses, reasonably anticipated.
  - ii. The party listing the witness bears a responsibility of producing that witness at trial. Opposing parties may call the said witness to testify.
  - iii. Each party shall list separately and with particularity each exhibit.
  - iv. Should a party fail to introduce its listed exhibits, an opposing attorney may introduce the exhibit.
  - v. Absent good cause, no witnesses or exhibits shall be allowed which are not properly identified and listed.
7. The following amendments to the pleadings are allowed: (set forth).
8. The following additional matters, to aid in the disposition of the action, were determined: (set forth).
9. The case will take approximately \_\_\_\_\_ days to try.

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ATTORNEY FOR PLAINTIFF/DEFENDANT