

INSTRUCTIONS FOR AGREED CASE MANAGEMENT ORDER

All blanks must be filled in with specific dates as opposed to open-ended timeframes based upon the occurrence of certain case events, e.g., "60 days from the completion of discovery." While the parties are free to add additional terms and dates, the proposed Order must include, at a minimum:

1. The specific dates on which factual discovery shall be completed, and by which the parties' expert reports and any supplemental reports must be completed and exchanged.
2. A specific date by which any and all dispositive Motions must be filed. No pre-trial Motions may be filed thereafter.
3. A specific date by which a copy of all exhibits, pre-marked (e.g.: "P-1", "P-2") must be provided to all other parties. It is anticipated that trial exhibits pre-marked, with their anticipated trial designation number will be exchanged shortly after the close of discovery, with sufficient time for both sides to review possible exhibits and attempt to resolve any disputes concerning same during their pre-trial conference. If there is a pre-trial dispute over an exhibit, both sides will be able to reference the specific exhibit(s) in their argument to the Court.
4. A specific date the Court Administrator shall place the matter on a Arbitration/Trial list as ready for Arbitration/Trial.
5. The parties may include other dates by which something needs to be disclosed or served, such as expert reports, etc.

6. The Agreed Case Management Order shall not place responsibility on Court Administration or the Court to oversee an event. The purpose of the Order is set forth the schedule for the parties to follow. It will be their Court Ordered schedule, unless amended by a subsequent Court Order.
7. The parties will be permitted to submit stipulated amendments to a Case Management Order, or if circumstances change and the Case Management Order becomes unreasonably burdensome because of an unforeseen event, if no stipulation is reached, a party will be able to Petition the Court to consider a request for amendment to a Case Management Order.
8. All Case Management Orders and amendments to an existing Case Management Order must be approved by the Court.