

RULE XV
CASE MANAGEMENT AND PRE-TRIAL
PROCEDURE FOR CIVIL ACTIONS

1. After service has been perfected on all parties, the Court shall set a scheduling conference for the case.

2. A scheduling conference shall be conducted in all civil cases, except land sale proceedings, and parties may participate by telephone with prior approval of the Court.

3 Notice of the scheduling conference shall be given to all counsel of record and pro se litigants by mail, facsimile, e-mail and/or by telephone by the Court not less than fourteen (14) days prior to the conference, unless otherwise ordered by the court. Any application for continuance of the conference shall be in writing and filed with the Court in a timely manner.

4. The following decisions shall be made at the scheduling conference and all counsel attending must have full authority to enter into a binding pretrial order.

- a. A discovery schedule shall be agreed upon by all parties and/or set by the Court for the completion of discovery.
- b. A date for exchange for expert witnesses shall be determined.
- c. A date for filing of all motions and pretrial statements which date shall not be later than seven (7) days before the formal pretrial.
- d. The date for the formal pretrial shall be set by the Court and shall be held approximately one week prior to the trial.
- e. A trial date will be set.

5. The following decisions shall be made at the formal pretrial and all counsel attending must have full authority to enter into a binding final pretrial order:

- a. Briefs on any legal issues shall be submitted.
- b. Proposed jury instructions shall be submitted.
- c. Proposed jury interrogatories shall be submitted.
- d. Clients shall be present or available by telephone.
- e. No motions shall be heard after the formal pretrial without leave of Court and without good cause being shown in writing.

6 The trial date shall not be changed nor shall the trial be continued without order of the Court and after the showing of good cause in writing.