

**IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT
IN AND FOR BROWARD COUNTY, FLORIDA**

CASE NO.

COMPLEX CIVIL DIVISION

JUDGE _____

Plaintiff(s)

vs.

Defendant(s)

_____/

ORDER SETTING TRIAL PRE-TRIAL INSTRUCTIONS AND CALENDAR CALL

<p>THIS CAUSE IS SET FOR THE DOCKET COMMENCING _____ through _____</p>
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<p>Calendar Call on _____ Courtroom _____</p>

<p>Counsel shall keep apprised of the status and progress of the cases in front of them on the docket.</p>
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THIS CAUSE is set for Jury/Non Jury Trial before **JUDGE** _____
in **Courtroom** _____, Broward County Courthouse, 201 S.E. 6th Street, Fort
Lauderdale, Florida. The parties and their counsel are on notice that due to the
nature of the cases and the potential length of trial, cases in the Complex Civil
Division are set for an approximate trial date following the completion of the
preceding case. Counsel are ordered to monitor the progress of the preceding
case to insure their preparation to immediately commence trial when the case
is called to trial. COUNSEL ARE ADVISED DUE TO THE LENGTH OF CASES
IN THIS DIVISION ANY CIRCUIT JUDGE WHO BECOMES AVAILABLE MAY
TRY THIS CASE. AS SUCH EACH CASE ON THIS CALENDAR SHALL BE
READY FOR TRIAL WHEN THE CASE IS CALLED. FAILURE TO BE READY

WHEN THE CASE IS CALLED MAY RESULT IN THE COURT DISMISSING
THE CASE OR ORDERING APPROPRIATE SANCTIONS.

The following requirements are imposed on all parties by the Court:

- I. **NO LATER THAN NINETY (90) DAYS FROM THE DATE OF THIS ORDER - EXPERT WITNESS DISCLOSURE** (Filed with the Clerk and served on all counsel) The parties shall furnish opposing counsel with the names and addresses, along with complete and updated curriculum vitae of all expert witnesses to be called at trial; and all information regarding expert testimony that is required by Fla. R. Civ. P. 1.280 (b)(4)(A); and shall furnish opposing counsel with two (2) alternative dates of availability of all expert witnesses for the purpose of taking their deposition. Both sides shall cooperate in the scheduling of expert depositions.
- II. **NO LATER THAN SIXTY (60) DAYS PRIOR TO TRIAL - MEDICAL EVALUATIONS:** All medical evaluations and other examinations pursuant to Fla. R. Civ. P. 1.360 shall have been completed.
- III. **NO LATER THAN FORTY- FIVE (45) DAYS PRIOR TO TRIAL:** All final discovery shall have been initiated.
- IV. **TEN (10) DAYS PRIOR TO TRIAL:** All pretrial discovery, including discovery depositions or testimony preserved by video of witnesses or experts to be used at trial, shall have been completed. Any motions in limine, shall be filed and served on opposing counsel.
- V. **AT THE TIME OF THE ABOVE NOTICED CALENDAR CALL,** the Joint Pretrial Stipulation must be completed and timely filed with the Clerk ***with a copy provided to the undersigned Judge.*** At the time of the pretrial conference/calendar call the parties shall be prepared to discuss all items set forth in Fla R. Civ. P. 1.200(b).
- VI. **THE JOINT PRETRIAL STIPULATION MUST CONTAIN IN SEPARATELY NUMBERED PARAGRAPHS: [A joint pretrial stipulation contemplates a single document. It requires that all agreed matters be fully identified, and any disputed matters be specifically delineated with respect to each party]:**
 1. **Statement of the Facts:** A concise, impartial statement of the facts of the case.
 2. **Stipulated Facts:** A list of those facts that can be stipulated and require no proof at the trial.
 3. **Statements of Disputed Law & Fact:** Those issues of law and fact that are to be tried.

4. **Exhibit Lists:** Each party shall separately list all exhibits they intend to introduce into evidence. Each item shall be listed by number and description on a separate schedule attached to the stipulation. Each exhibit shall be specifically described. Generic descriptions of exhibits are subject to being stricken. Counsel shall initial each other's exhibit list and exhibits. All exhibits to be offered in evidence at trial shall have been made available to opposing counsel for examination and initialing. Only those exhibits listed and initialed may be offered in evidence. If any party objects to the introduction of any such exhibit, such objection must be stated in the stipulation, setting forth the grounds with specificity. Demonstrative exhibits (e.g. charts, enlargements of exhibits) to be used at a jury trial must be displayed to all counsel before being shown to the jury.
5. **Witness Lists:** Parties shall attach and furnish counsel with a written list in alphabetical order containing the names and addresses of all witnesses ("rebuttal", "impeachment" or otherwise) intended to be called at trial. Only those witnesses listed shall be permitted to testify. All witness lists shall include a brief description of the substance and scope of the testimony to be elicited from such witness. All expert witnesses and their specialties shall be designated. If any party objects to any witness, such objection must be stated in the stipulation, setting forth the grounds with specificity. At trial, all parties shall be strictly limited to witnesses properly and timely disclosed.
6. **Jury Instructions:** If the trial is a jury trial counsel shall identify all agreed upon standard instructions and all special instructions. Any disputed jury instructions shall be attached and identified as to the party that proposed the instruction. Copies of all agreed upon instructions or disputed instructions shall be attached to the stipulation, along with copies of supporting statutory citations and/or case law.
7. **Verdict Forms:** If the trial is a jury trial the jury verdict form shall be attached and designated as agreed to or disputed. Agreed and/or disputed verdict forms shall be attached.
8. **Peremptory Challenges:** If the trial is a jury trial, state the number of peremptory challenges for each party.
9. **Pending Motions:** Set forth a list of all pending motions with copies attached to the pretrial stipulation. To the extent the court has time prior to commencement of the trial; all pending motions will be heard or set for hearing at the above-noticed pre-trial conference. All parties shall be fully prepared to present legal argument for all pending motions at the pretrial conference.
10. **Trial Estimate:** Each party shall provide an estimate of the number of days of trial for its side.

11. **Daubert issues.** All **DAUBERT** related issues involving any requests for hearings on **DAUBERT** related evidence shall be noticed and heard – or agreed to by the parties – no later than (30) days prior to the trial period. **FAILURE TO DO SO SHALL CONSTITUTE A WAIVER OF ANY DAUBERT RELATED EVIDENCE ISSUE.** It is within the discretion of the court to remove any case for trial with pending **DAUBERT** issues.

VII. **NO LATER THAN TEN (10) DAYS** prior to the trial period set forth above the following shall be completed or heard by the Court:

1. Depositions to preserve testimony of any witness, including experts, shall have been completed;
2. All pretrial motions, depositions or proceedings related thereto and **MOTIONS IN LIMINE**: All motions to exclude witnesses or evidence of other motions directed to the conduct of the trial for which grounds then exist must be filed and heard prior to commencement of the trial.

VIII. **MOTIONS FOR SUMMARY JUDGMENT** will **NOT** be heard at the calendar call, pretrial conference or at the time of trial.

IX. **SETTLEMENT**: Counsel shall immediately notify this Court in the event of settlement and submit a stipulation for and order of dismissal. Counsel shall also notify the Court of any pending hearings that will be canceled as a result of the settlement.

THE PARTIES ARE CAUTIONED
REGARDING THE FOLLOWING POLICIES OF THE COURT:

1. The parties shall do all things reasonable and necessary to assure the availability of their witnesses for the entire trial period or to otherwise preserve their testimony for trial as provided by the Florida Rules of Civil Procedure. See Rules 1.300 and 1.460 Fla.R.Civ.P. and Rule 2.545 of the Florida Rules of Judicial Administration. CONTINUANCES will only be considered on written motion prior to calendar call.
2. **NO CONTINUANCES** will be granted for reasons that should have been readily apparent to counsel when the trial order was received or expert witnesses are unavailable since testimony may be preserved by deposition. ALL EXPERT TESTIMONY SHALL BE PRESERVED FOR USE AT TRIAL. UNAVAILABILITY OF EXPERTS SHALL NOT BE GROUNDS FOR CONTINUANCE OR DELAY OF THE TRIAL. **Continuances requested for reasons relating to failure to follow this Order will not be granted.**
3. The parties and counsel should be familiar with Fla.R.Civ.P 1.380 regarding “Failure to Make Discovery: Sanctions”, and, Fla. Stat., §57.105, entitled “Attorney’s Fee; sanctions for raising unsupported claims or defenses; service of motions; damages for delay of

litigation.” The court may impose sanctions for failure to comply with the requirements of this pretrial order including dismissal of the action.

4. FAILURE TO ATTEND, FAILURE TO FOLLOW TIME REQUIREMENTS OR FILE DOCUMENTS REQUIRED BY THIS COURT MAY RESULT IN THE DISMISSAL OF THE ACTION OR THE IMPOSITION OF SANCTIONS INCLUDING STRIKING OF THE PLEADINGS.
5. **MEDIATION IS MANDATORY**: Mediation shall commence no later than (60) days prior to the calendar call. The parties shall comply with Fla. R. Civ. P. 1.700, 1.710, 1.720, and 1.730 as to the conduct of mediation. Plaintiff’s counsel is appointed lead counsel to facilitate and schedule the settlement conference with the mediator and all parties. The parties are free to agree to a mediator or submit three names to the court for appointment. .
6. At trial, there will only be one official record transcribed by one court reporter. Plaintiff shall be responsible for arranging for a court reporter unless otherwise agreed. If a conflict exists, the parties must resolve such conflict among themselves prior to trial.
7. Counsel for the Plaintiff or any Plaintiff who is self-represented shall be responsible for making sure all counsel or any self-represented party is served a copy of this order in accordance with the Florida Rules of Judicial Administration and Florida Rules of Civil Procedure.

DONE AND ORDERED at Fort Lauderdale, Florida, this ____ day of _____,
20__.

/s/ Judge _____

CIRCUIT COURT JUDGE
COMPLEX CIVIL DIVISION

Copies furnished to counsel of record:

IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS ANY ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE COURT ADMINISTRATOR’S ADA COORDINATOR @954-831-7721 AT LEAST SEVEN DAYS BEFORE YOUR SCHEDULED COURT APPEARANCE, OR IMMEDIATELY UPON RECEIVING THIS NOTIFICATION IF THE TIME BEFORE THE SCHEDULED APPEARANCE IS LESS THAN SEVEN DAYS; IF YOU ARE HEARING IMPAIRED OR VOICE IMPAIRED CALL 954-831-7017, OR CALL THE FLORIDA RELAY SERVICE @1-800-995-8771 (TTY), OR 1-800-995-8770 (VOICE).