

**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA, IN AND FOR HILLSBOROUGH COUNTY
PROBATE, TRUST AND GUARDIANSHIP DIVISION**

IN RE:

CASE NO.

Petitioner(s),

DIVISION A

vs.

Respondent(s).

_____ /

UNIFORM PRE-TRIAL CONFERENCE ORDER

(NON-JURY TRIAL)

(Revised November 21, 2008)

TRIAL COUNSEL (must be present):

for Petitioner(s).

for Respondent(s).

1. Statement of the case:

2. Amendments to pleadings:

3. Issues:

4. Admissions to avoid unnecessary proof:

5. List of witnesses with addresses attached.

6. Any problems with attendance of witnesses:

7. Limitations on the number of witnesses to prevent cumulative testimony:

- 8.** List of special damages (include attorney fees) attached with stipulations as to relevance, materiality, reasonableness and/or necessity.
- 9.** Other than routine matters of law, evidence or procedures that may arise, with attached memoranda when anticipated to be necessary:
- 10.** Time allowed for each opening statement:
- 11.** Time allowed for each closing argument:
- 12.** Stipulations (check if there is a stipulation):
 - a) Use of expert testimony anytime
 - b) Waive x-ray and or other medical technicians
 - c) Waive records custodians
 - d) Copies of ordinances or foreign laws
 - e) Telephonic appearance and/or testimony
- 13.** Necessity of taking judicial notice and case numbers of related cases:
- 14.** Time reserved for trial:
- 15.** Resolution of any objections to depositions to be read into evidence:
- 16.** Date of mediation:
- 17.** All discovery complete:
- 18.** List of pending motions:

- 19.** Settlement possibilities:

20. List of all photographs, documents and exhibits attached. *(Please attach regardless of whether previously filed)*. Counsel shall confer prior to trial, and shall initial all photographs, documents and exhibits which they agreed shall be received in evidence.

22. Presentation aids: Audio visual equipment and multi-media technology and personnel will be utilized and provided, during trial, as indicated on the attached Technology Equipment and Personnel Checklist (Attachment "A"). Any party requesting that any audio visual equipment and multi-media technology or personnel be provided by the Court Business Center (CBC) shall contact CBC (813 272-5520) at least 7 days prior to the pretrial conference in order to reserve such equipment and personnel, and to obtain a cost estimate and make any necessary financial arrangements. Any party requesting CBC equipment or personnel shall provide CBC with a copy of the attached Technology Equipment and Personnel Checklist (Attachment "A") at least 7 days prior to the pretrial conference.

23. The court reporter at trial will be:

- a. (Name)
- b. (Address)
- c. (Telephone)

24. Request for **ADA** Assistance:

25. Use of certified language interpreter:

26. Failure to comply with the requirements of this Order will subject the party and/or counsel to appropriate sanctions.

DONE AND ORDERED in Chambers, at Tampa, Hillsborough County, Florida,
this _____ day of _____, 20_____.

CIRCUIT JUDGE

Copies furnished to:

PRE-TRIAL CONFERENCE ORDER

ATTACHMENT "A"

Technology Equipment and Personnel Checklist

Presentation aids: The following audio visual equipment and multi-media technology and personnel

will be utilized during trial, and provided as indicated:

Equipment & Personnel To be provided by litigant Court Business Center

Flat Screen Plasma Displays

(18", 33" or 50" screen)

Projection Devices

(overhead projector and screen,
electronic whiteboard, LCD data
projectors & screens, x-ray view box,
video-tape player)

Media Presentation Formats

(CD ROM, DVD, TV/VHS combo,
3.5 floppy, VHS, audio cassette)

Other Electronic Presentation Aids

(monitors, lap top computers,
teleconferencing):

Equipment Technicians

Technical Orientation/Training

Any party requesting any of the above listed equipment, services, training, or personnel be provided by the Court Business Center (CBC) shall contact CBC (813) 272-5520 at least 7 days prior to the pre-trial conference.