IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT

HILLSBOROUGH COUNTY, FLORIDA

CIVIL DIVISION

,

Plaintiff(s),

Case No.:

v. Division “C”

,

Defendant(s).

/

**ORDER SETTING CASE FOR NON-JURY TRIAL - DIVISION “C”**

**(Short Form/Date Certain/PTC - Revised 03/10/17)**

**THIS CASE** being at issue, and the Court finding this case should be scheduled for a non-jury trial, it is ORDERED as follows:

1. **Non-Jury Trial Date**. This case is set for a non-jury trial before the Honorable Elizabeth G. Rice, Circuit Judge, at the George Edgecomb Courthouse, 800 E. Twiggs St., Tampa, FL 33602, in Hearing Room 521/Courtroom 504 (Fifth Floor) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_ a.m./p.m.
2. **Pre-Trial Conference**. A **Pre-Trial Conference** will be held before the Honorable Elizabeth G. Rice, Circuit Judge, at the George Edgecomb Courthouse, 800 E. Twiggs St., Tampa, FL 33602, in Hearing Room 521 (Fifth Floor) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_ a.m./p.m.
3. **Exchange of Witness Lists**. **No later than 45 days before the pre-trial conference**, Plaintiff/Plaintiff’s counsel shall file with the Clerk of the Court and serve on Defendant or Defendant’s counsel, if represented, a list of the names and addresses of all witnesses, including live witnesses, deposition witnesses, video deposition witnesses, and expert witnesses, who are expected to testify at the trial of the case (collectively, “Witnesses”). **No later than 30 days before the pre-trial conference**, Defendant/Defendant’s counsel shall file with the Clerk of the Court and serve on Plaintiff or Plaintiff’s counsel, if represented, a list of names and addresses of all Witnesses. Failure by either party to comply with this paragraph may result in sanctions, including exclusion at trial of untimely-disclosed Witnesses.
   1. **Expert Witnesses**. As to each expert witness listed, each party shall disclose in reasonable detail the expert’s area of expertise and serve on the opposing party/counsel a copy of each expert’s report or answers to expert interrogatories. In the absence of a report or expert interrogatory answers, a party shall provide a reasonably detailed summary of the testimony the expert is expected to provide. Please note, expert opinions not disclosed in conformance with this order will be excluded at trial.
4. **Discovery Deadline**. All discovery, including compulsory medical examinations, shall be completed by **no later than 10 days before the pre-trial conference**. The conduct of discovery subsequent to this deadline will be permitted only upon the entry of a court order, for good cause shown and which will not delay the trial.
5. **Exchange of Exhibits**. All exhibits to be offered at trial shall be tendered physically to the opposing party or party’s counsel, if represented, **no later than the conclusion of the pre-trial conference**. Failure by either party to comply with this paragraph may result in sanctions, including exclusion at trial of untimely-disclosed exhibits.
6. **Supplementation of Witness and Exhibit Lists**. In addition, any party seeking to supplement that party’s witness or exhibit list after the discovery deadline set forth above, must seek leave of Court to do so and must show good cause as to why the witness, document, or other information was omitted from the initial witness or exhibit list.
7. **Motions**. All motions shall be filed by **no later than 10 days before the pre-trial conference**. Any motion not heard by **at least five days before the trial** will be deemed abandoned. The parties and counsel are admonished to file their motions and seek and obtain hearing time well in advance of deadlines due to the limited availability of hearing time closer to trial.
8. **Witness Availability**. The parties shall do all things reasonable and necessary to assure the availability of their witnesses for trial or to preserve their witnesses’ testimony for trial as provided by the Florida Rules of Civil Procedure.
9. **Mediation/Arbitration**. The case shall be mediated or arbitrated by **no later than the pre-trial conference**, unless waived by the Court in writing.
10. **Audio-Visual/Technology Needs**. **No later than five days before the trial**, the parties/counsel shall notify the Court's Business Center (CBC) (813-272-5520) as to any audio-visual equipment or other multi-media technology they intend to reserve for use at trial.
11. **Court Reporter**. **No later than five days before the trial**, counsel for the parties shall, if desired, secure the services of a court reporter for the trial.
12. **Notice of Settlement**. The parties shall immediately notify the Court of any settlement of the case and shall submit to the Court by **no later than the one business day before the trial** a stipulation/joint motion for an order of dismissal, together with a proposed Order of Dismissal and completed Final Disposition Form. Otherwise, all parties and their counsel MUST appear at trial.
13. **Appropriate Dress**. Appropriate dress is required for court. Collarless shirts, shorts, and flip-flops are inappropriate. It will be the counsels’ responsibility to inform their respective clients, parties, witnesses and anticipated spectators of the requirements for appropriate dress.
14. **Continuances**. Stipulations between counsel/the parties as to a continuance of the trial are of no force and effect, and counsel/the parties should not presume that the Court will continue the trial of the case simply because counsel/the parties have so agreed between themselves.
15. **Sanctions**. Failure to comply with the requirements of this order will subject the non-compliant party/counsel to appropriate sanctions. Furthermore, a party’s failure to timely and properly disclose a witness or exhibit or supplement the party’s witness or exhibit list may result in that party’s inability to use as evidence any untimely disclosed witness, document, or other information.
16. **Application to Parties**. All provisions of this Order that require compliance by counsel are likewise applicable to any party representing himself or herself and appearing in a self-represented capacity (i.e., *pro se*).

**DONE AND ORDERED**:

ELIZABETH G. RICE

Circuit Judge

{Additional text continued on next page.}

*Conformed copies furnished to*:

(insert names of parties/counsel)

**PLEASE NOTE**: If you are a person with a disability who needs any accommodations in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance.  Please contact the ADA Coordinator, Hillsborough County Courthouse, 800 E. Twiggs Street, Room 604, Tampa, FL 33602, (813) 272-7040, at least 7 days before your scheduled appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

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