

IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT OF  
THE STATE OF FLORIDA, IN AND FOR HILLSBOROUGH COUNTY  
CIVIL DIVISION

Plaintiff(s),  
vs.  
Defendant(s).

CASE NO.  
DIVISION

**UNIFORM ORDER SETTING CAUSE FOR TRIAL AND PRE-TRIAL (JURY TRIAL)**

**TRIAL DIVISION**

This cause being at issue and the Court being otherwise fully advised in the premises, it is hereby, ORDERED as follows:

1. The above entitled cause is hereby set for JURY TRIAL on \_\_\_\_\_, commencing at \_\_\_\_\_ during the trial week(s) of \_\_\_\_\_, or as soon thereafter as the cause may be heard.

2. A PRE-TRIAL CONFERENCE shall be held in Chambers before the Honorable \_\_\_\_\_, Room \_\_\_\_\_ at \_\_\_\_\_, pursuant to Rule 1.200, Florida Rules of Civil Procedure, to consider all matters suggested therein and to simplify the issues to expedite the trial of this cause.

3. At Least 180 days before the first day of the scheduled trial counsel for the Plaintiff and the Defendant shall exchange and file directly with the Clerk, a list of the names and addresses of all fact witnesses who are expected to testify at the trial of this cause, excluding retained experts, and exhibits (excluding impeachment materials, which must be identified 30 days prior to pre-trial conference).

4. At least 150 days before the first day of the scheduled trial term, counsel for Plaintiff shall furnish to counsel for the Defendant and file directly with the Clerk, a list of names and addresses of all retained expert witnesses expected to testify at the trial of this cause, the area of

expertise, and three potential dates per witness for his or her deposition within 60 days following said disclosure.

5. At least 120 days before the first day of the scheduled trial term, counsel for Defendant shall furnish to counsel for the Plaintiff and file directly with the Clerk, a list of names and addresses of all retained expert witnesses (including all compulsory medical examination experts) expected to testify at the trial of this cause, the area of expertise, and three potential dates per witness for his or her deposition within 60 days following said disclosure.

6. At least 90 days before the first day of the scheduled trial term, counsel for the Plaintiff shall furnish to counsel for the Defendant and file directly with the Clerk, a list of names and addresses of all rebuttal witnesses expected to testify in this cause, and three potential dates per witness for hired witnesses and witnesses under the control of the Plaintiff for his or her deposition within 60 days of said disclosure (to follow Defense Expert depositions).

7. The attorneys for all parties are directed to meet together by agreement, initiated by counsel for the Plaintiff, no later than 7 days before the Pre-Trial Conference, to:

- a) Mark all exhibits for identification;
- b) Prepare an exhibit list for the Clerk and Court (actual exhibits and documentation evidence shall be available for inspection at this time);
- c) Stipulate to the admission into evidence or list specific objections, if any, to each proposed exhibit or summaries or both;
- d) Stipulate as to any matter of fact and law about which there is no issue to avoid unnecessary proof;
- e) Review all depositions which are to be offered for any purpose other than impeachment to resolve objections to the portions to be offered in evidence;
- f) Discuss the possibility of settlement;
- g) Submit an itemized statement of special damages Plaintiff expects to prove;
- h) Discuss and complete any other matters which may simplify the issues or aid in the speedy disposition of this action, its Pre-Trial Conference and Trial.
- i) Draft one Pre-Trial Conference Order (using the form attached), signed by all participating counsel, that shall be submitted directly to the Court at least 3 days prior to the Pre-Trial Conference. In the event the parties are unable to agree on any matter in the Pre-Trial Conference Order, they shall leave the matter blank and same will be resolved at the Pre-Trial Conference.

8. All dispositive motions including FRYE challenges shall be filed at least 45 days prior to the Pre-Trial Conference. All motions, except motions in limine, not heard by the Pre-Trial

Conference shall be deemed abandoned absent a showing of good cause. (In such cases of good cause, the trial Judge shall hear all Motions timely filed.)

9. Counsel shall complete all fact discovery, at least 150 days prior to the first day of trial. Counsel shall complete ALL discovery at least 45 days prior to the first day of the scheduled trial term. Discovery conducted after this time period shall only be permitted on order of the Court for good cause shown.

10. The case shall be mediated or arbitrated at least 15 days prior to the Pre-Trial Conference, except as otherwise required by law or waived by the Court.

11. No later than 9:00 a.m. on the first day of trial, each party shall submit to the Court with a copy to opposing counsel, written jury instructions and proposed verdict forms. Each jury instruction shall be on a separate sheet of paper; shall be plainly marked with the name and case number; shall contain citations of supporting authorities, if any; shall designate the party submitting the instructions; and shall be numbered in sequence. Counsel shall confer prior to trial and attempt to agree as to the jury instructions and verdict forms. This paragraph shall not foreclose the right of each party to modify instructions up to and including the instruction conference at the close of evidence. In order that the Court may provide the jury with a set of written jury instructions for consideration during deliberations each party shall also provide the Court with a clean copy of the requested instructions and proposed verdict form (not numbered and with no designation as to the requesting party or citations to supporting authority). In addition, each party shall provide the court a CD-R disc containing all requested jury instructions and verdict forms in Word format.

12. In order for the full purpose of the Pre-Trial procedures to be accomplished, it is directed that each party be represented at all meetings and hearings herein provided for by an attorney and parties or agent who will participate in the trial of the cause and a person who is vested with full authority to make admissions and disclosures of fact and to bind his or her clients by agreements in respect to all matters pertaining to the trial of the cause and the Pre-Trial Conference.

13. Failure to comply with the requirements of this Order shall subject counsel and the parties to such sanctions as the Court shall determine just and proper under the circumstances.

14. 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 Civil Procedure.

15. Counsel shall immediately notify this Court in the event of settlement and submit a stipulation for an Order of Dismissal and a Final Disposition form. Counsel shall likewise notify this Court in the event the parties wish to avail themselves of the "Trial Resolution Judge" provisions of Chapter 44 of the Florida Statutes.

16. No later than 48 hours after the Pre-Trial Conference the attorneys for all parties 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, as indicated in paragraph 24 of the UNIFORM PRE-TRIAL CONFERENCE ORDER.

17. No later than 48 hours after the Pre-Trial Conference the attorneys for all parties shall, if desired, secure the services of a court reporter for trial.

18. All provisions of this order that require compliance by counsel are likewise applicable to any party appearing pro se.

19. If the above schedule is deemed not practical for any reason, the court will consider motions to modify this Order or motions to approve a stipulation to modify this Order if timely made.

DONE AND ORDERED this                      day of                      , 20     .

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CIRCUIT JUDGE

Copies Furnished To: