

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

_____,
Plaintiff,

CASE NO.: __-CC-_____
DIVISION: R

v.

_____,
Defendant.
_____ /

**UNIFORM ORDER SETTING TRIAL & PRETRIAL
(JURY TRIAL)**

THIS CAUSE comes before the Court on _____ (Doc. ____).
Having determined that this case is at issue, it is appropriate to set this matter for trial and pretrial. Accordingly, it is ORDERED and ADJUDGED that:

- 1. Deadlines.** In addition to the deadlines previously set in the current Differentiated Case Management Order (Doc. ____), if applicable, the deadlines set forth below in this *Uniform Order Setting Trial & Pretrial* are established and will govern this case. Counsel and any self-represented Parties (the “Parties”) herein are directed to review, calendar, and abide by them:

Deadline for Plaintiff(s) to file witness list.	120 days before Pretrial
Deadline for Defendant(s) to file witness list.	90 days before Pretrial
Deadline to file dispositive motions, <i>Daubert</i> motions, and any motion directed to the pleadings.	30 days after close of fact expert discovery in DCM order
Deadline to hear any dispositive motions, <i>Daubert</i> motions, and any motion directed to the pleadings. Note: <i>if not heard by this date motions will be deemed abandoned.</i>	30 days before Pretrial

Deadline to file Exhibit lists, by both Parties.	21 days before Pretrial
Deadline for meeting before Pretrial for the purposes outlined in Paragraph 3 below.	21 days before Pretrial
Deadline to file: • Joint pretrial statement • Motions in limine • Objections to depositions • Proposed jury instructions • Proposed verdict form	14 days before Pretrial
Pretrial Conference Edgecomb Courthouse Courtroom 301 800 E. Twiggs St. Tampa, FL 33602	[DATE] [TIME]
Deadline to contact Court Business Center if trial technology will be used. 813-272-5520	7 days before Trial
Deadline to arrange for court reporter, if needed	7 days before Trial
Deadline to hear motions in limine.	Friday before Trial
Trial week. <i>The courtroom and start time will be addressed at the pre- trial conference.</i>	[DATE]

2. Continuances. Pursuant to the Florida Supreme Court and the Case Management Plan, the Court will apply a firm continuance policy allowing continuances only for good cause shown.

(a) Motion and Hearing Required. Any party seeking a continuance of any deadlines in this Uniform Trial Order must file a motion and set it for hearing. *See Fla. R. Gen. Prac. & Jud. Admin. 2.545(e).* Notwithstanding this provision, the

Court may rule on the motion for a continuance without a hearing, if appropriate.

(b) Motions must address impact of continuance on other deadlines. Any motion seeking a continuance of any deadlines in this Uniform Trial Order must indicate what, if any, impact the continuance of that deadline would have on all other remaining deadlines. *See Fla. R. Gen. Prac. & Jud. Admin. 2.545(e)*.

3. Meeting Prior to Pretrial Conference. It is Plaintiff's responsibility to take the lead in scheduling an agreed date and time for all Parties to meet, no later than 14 days before the pretrial conference, to:

- (a) Exchange copies of all listed exhibits, if not already provided.
- (b) Mark all exhibits for identification.
- (c) Prepare an exhibit list for the Clerk and the Court (actual exhibits and documentary evidence must be available for inspection at this time).
- (d) Stipulate to the admission into evidence or list specific objections, if any, to each proposed exhibit.
- (e) Stipulate as to any matter of fact and law about which there is no issue to avoid unnecessary proof.
- (f) 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.
- (g) Discuss the possibility of settlement.
- (h) Submit an itemized statement of special damages Plaintiff expects to prove.
- (i) Discuss and complete any other matters which may simplify the issues or aid in the speedy disposition of this action, its Pretrial Conference, and Trial.
- (j) Draft one Uniform Pretrial Conference Order (using the form order located under the "Forms" tab on the 13th Judicial Circuit's website (www.fljud13.org/Forms.aspx), under the County – Civil Division heading. This order must be signed by all participating counsel, and Self-represented Parties and submitted directly to the Court at least three days before the Pretrial Conference. In the event the parties are unable to agree on a matter in the Pretrial Conference Order, the matter should be raised and addressed at the Pretrial Conference.

4. Jury Instructions and Verdict Form. By the deadline set forth above, jury instructions and verdict forms must be filed with the Clerk and e-mailed in Word format to the division email address civdivr@fljud13.org in accordance

with the following:

- (a) Each instruction must be printed on a separate sheet of paper.
- (b) Parties must confer before the Pretrial Conference as to any agreement they can reach on the instructions and verdict forms and advise the Court at the Pretrial Conference. For any disagreement, each party must provide authority supporting their preferred instruction or form.
- (c) Parties are responsible for providing to the Court hard copies of the jury instructions and verdict form. Please ensure there are enough copies for all jurors and alternate jurors, lawyers, and any self-represented Parties, the courtroom deputy clerk, and the Court to each be given their own copy. The jurors' hard copies should not be numbered, should not have any designation as to the requesting party, and should not contain citations to supporting authority.

- 5. **Full Settlement Authority.** Parties must be prepared to negotiate settlement at the Pretrial Conference and have full authority to settle the case or have available at the conference a Party or representative with full authority to settle.
- 6. **Availability of Witnesses.** Parties are responsible for doing all things reasonable and necessary to ensure their witnesses are available for the entire trial period or to otherwise preserve their testimony for Trial in accordance with the Florida Rules of Civil Procedure.
- 7. **Settlement Notification.** If all Parties agree on settlement of all claims before trial, each Party must notify the Judge by email civdivr@fljud13.org so that the allotted trial time may be reassigned to someone else. Immediately thereafter, the Parties must, in writing, notify the clerk of the settlement, and the court will then dismiss the case. The mailing address is Clerk of the County Court, Civil Division, 800 E. Twiggs St., Room 101, Tampa, FL 33602.
- 8. **Jury Communication by Bailiffs.** In accordance with Florida Rule of Civil Procedure 1.431(i), routine *ex parte* communication between the bailiff or other courtroom personnel and the jurors are limited to juror comfort and safety and may occur off the record. Examples of permissible *ex parte* communications include discussion of routine matters such as parking, location of break areas, how and when to assemble for duty, proper attire, and which items of a juror's personal property may be brought into the courthouse or jury room. Except for

these types of permissible *ex parte* communication regarding juror comfort and safety, any other communication between bailiffs or other courtroom personnel and the jurors will be promptly reported to the court and the court will notify the parties of any matter that may be of interest to the parties.

9. Applicability of this Order to Self-Represented Parties. All provisions of this order that require compliance by Counsel are likewise applicable to any self-represented party.

10. Trial Counsel Required at Pretrial Conference. At least one Counsel or self-represented Party per side must be physically present at the Pretrial Conference. Failure to appear may result in sanctions or dismissal of the case.

DONE AND ORDERED in Tampa, Hillsborough County, Florida this ____ day of _____ 2025

Honorable Colleen O'Brien
County Court Judge

Copies to all Parties 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 ADA Coordinator, Hillsborough County Courthouse, 800 E. Twiggs St., Room 604, Tampa, FL 33602, (813) 272-7040, at least 7 days before your scheduled court appearance, or immediately upon receiving this notice if the time before the scheduled appearance is less than 7 days away; if you are hearing or voice impaired, call 711.