

THIRD AMENDED STANDING ORDER – CALENDAR ‘T’

1. Intake/Initial Status Call: Thursday, 9:30 and 10:00
 - a) Plaintiff shall submit a pretrial memorandum (any format).
 - b) Advise the Court as to status of service, pleadings and discovery.
 - c) Discuss discovery cut-off dates.
 - d) Discuss settlement opportunities. Schedule settlement conference if appropriate.
 - e) Schedule subsequent status/case management date.

2. Motions
 - a) Regular motion call: Wednesday, 9:00, 9:30 and 10:00. (Spindle motion on 8th floor.)
 - b) Motions may also be presented on any previously scheduled status, motion or hearing.
 - c) Routine Motions: Monday – Friday, 8:45
 - d) Emergency Motions: Monday – Friday, 8:45

3. Trials
 - a) All Discovery deemed closed sixty (60) days prior to trial date.
 - b) Trial Materials (e.g., statement of case, motions in limine, questions to venire. Witness lists, exhibit lists, marked exhibits, instructions, verdict forms and trial briefs) to be exchanged and courtesy copies delivered to Chambers 2303 ten days prior to Final Pretrial Conference. Counsel to attempt to resolve any issues concerning Trial materials prior to final pretrial conference.
 - c) Final Pretrial Conference: 7 – 10 days prior to trial.
 - d) Trials commence at 10:30. Parties must furnish their own court reporter.

4. Contested Hearings
 - a) The movant shall submit **two sets** of Motion, Response, **and** Reply with relevant underlying documents attached, **especially most recent complaint** on file, **at least seven days** before the hearing date. There is a 15-page limit on all filings.

 - b) If all motions are not ready before the hearing date or parties seek to change hearing date and set new briefing schedule, parties **must** contact the Judge’s chambers **at least seven days** before the hearing date is scheduled and inform the Court how the parties wish to proceed.

 - c) If you wish to have orders e-mailed to you, please submit the contact name, e-mail address and the party you represent in the cover letter of your submission or on a separate piece of paper with your materials.