

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA
_____ DIVISION

In re:

DEBTOR'S NAME,

Case No. xx-xxxxx-xxx

Debtor.

Chapter __

_____ /

PLAINTIFF'S NAME,

Plaintiff,

v.

Adv. No. yy-yyyyy-yyy

DEFENDANT'S NAME,

Defendant.

_____ /

**ORDER SETTING FILING AND DISCLOSURE
REQUIREMENTS FOR PRETRIAL AND TRIAL**

To expedite and facilitate the trial of this adversary proceeding, in accordance with Fed. R. Civ. P. 16, made applicable here by Fed. R. Bankr. P. 7016, after having held a scheduling conference, it is

ORDERED as follows:

1. **ATTENDANCE AT PRETRIAL CONFERENCE.** Unless judgment has been entered or the Court advises the parties that the pretrial conference has been continued or canceled, counsel for all parties (or the parties themselves, if unrepresented) must appear at the pretrial conference.
2. **PRETRIAL CONFERENCE DATE AND TRIAL DATE.** The pretrial conference will be held at:

Date:

Time:

Location:

At the pretrial conference, the Court will set the trial of this adversary proceeding.

3. **CONTINUANCES.** Continuances of the pretrial conference or trial or any deadlines set forth in this order must be requested by written motion. Any request for continuance or amendment to this order must set forth the status of discovery, including exchange of disclosures required under this order, must state the reasons why the party or parties seek a continuance, and must state whether the client and the other parties consent to a continuance. The stipulation of all parties is not sufficient grounds, standing alone, for a continuance.
4. **DEADLINES TO JOIN ADDITIONAL PARTIES AND TO MOVE TO AMEND PLEADINGS.** Unless otherwise ordered, the deadlines to join additional parties and to file motions to amend the pleadings are **[14]¹ days** before the pretrial conference.
5. **DEADLINES FOR DISPOSITIVE AND OTHER PRETRIAL MOTIONS.** The deadlines for filing motions for judgment on the pleadings, motions for summary judgment, motions in limine, and Fed. R. Evid. 702 motions are **[14]¹ days** before the pretrial conference. Absent good cause, failure to file and serve such a motion in a timely manner constitutes waiver of the right to do so. All dispositive motions, responses, and replies must comply with the page limits set forth in the *Order Setting Scheduling Conference and Establishing Procedures and Deadlines*. Any motion for summary judgment must also comply with paragraph 8 of the *Order Setting Scheduling Conference and*

¹ All bracketed deadlines in this local form are the default and minimum deadlines required by the Court. The parties may, however, propose any other reasonable deadlines, subject to Court approval at the Scheduling Conference.

Establishing Procedures and Deadlines, including the requirement to file a separate Statement of Material Facts.

6. **DISCLOSURES.** The disclosures required by Fed. R. Civ. P. Rules 26(a)(1), 26(a)(2), and 26(a)(3)(A) must be made by the following deadlines:
 - a. The initial disclosures required by Fed. R. Civ. P. 26(a)(1), must be made not later than **[14] days** after entry of this Order.
 - b. The disclosures of expert testimony under Fed. R. Civ. P. 26(a)(2), must be made (i) at least **[60] days** before the pretrial conference or (ii) within **[14] days** after an opposing party's disclosure of evidence that gives rise to the need for the expert, whichever is later. The party disclosing an expert witness must, within **[14] days** of the disclosure, provide to each opposing party a written report prepared and signed by the witness as required by Fed. R. Civ. P. 26(a)(2)(B), or, if a report is not required, the disclosure required by Fed. R. Civ. P. 26(a)(2)(C).
 - c. The pretrial disclosures under Fed. R. Civ. P. 26(a)(3)(A), must be made no later than **one business day** before the pretrial conference.
 - d. All disclosures under Fed. R. Civ. P. 26(a)(1), 26(a)(2), and 26(a)(3)(A), must be made in writing, signed, and served, but must not be filed with the Court unless ordered otherwise. Within one business day after making each disclosure required by Rule 26(a), the disclosing party must then file with the Court a notice of service of the disclosure.
7. **SUMMARIES TO PROVE CONTENT.** If any party intends to offer in evidence at trial a summary, chart or calculation to prove content as permitted by Fed. R. Evid. 1006, that party must provide to the other parties a notice of the locations of the books, records, and the like, from which each summary has been made, and the reasonable times when they may be inspected and copied by adverse parties, as soon as practicable but in no event later than **seven days** before the pretrial conference.
8. **DISCOVERY.** The parties must complete discovery not later than **[14] days** before the pretrial conference, except that any previously scheduled depositions may be completed up to one business day before the pretrial conference. The Court will allow discovery after the pretrial conference only upon a showing of good cause.

9. **JOINT PRETRIAL STIPULATION WHERE ALL PARTIES REPRESENTED BY COUNSEL.** If any party is not represented by counsel in this proceeding as of the date of entry of this Order, this paragraph will not apply. All parties to this proceeding must meet (in person, if geographically feasible, and otherwise by video conference or by telephone) not later than **14 days** before the pretrial conference to confer on the preparation of a joint pretrial stipulation. The joint pretrial stipulation must:
- (a) state the facts that are admitted and require no proof at trial;
 - (b) state the issues of material fact that are disputed and remain to be litigated;
 - (c) state the issues of law on which the parties agree;
 - (d) state the issues of law that are disputed;
 - (e) list of each party's witnesses, including their names and addresses, together with a designation of those witnesses whose testimony is expected to be presented by deposition;
 - (f) certify that all discovery has been completed; and
 - (g) state the estimated length of trial.

The plaintiff must file the fully executed joint pretrial stipulation no later than **one business day** before the pretrial conference. The Court will not accept – and may strike – any unilateral statements. Failure of any party to cooperate in preparing a joint pretrial stipulation may result in sanctions.

10. **SUBMISSION AND EXCHANGE OF EXHIBITS.**

- a. All parties must comply with the requirements for exhibits set forth in Local Rule 9017-1.
- b. **OBJECTIONS TO EXHIBITS.** An objection to the admissibility of a proposed exhibit – other than under Federal Rule of Evidence 402 or 403, which may be raised at the time an exhibit is offered into evidence – must be filed by **4:00 p.m. two business days** before the trial. An objection must: (i) identify the exhibit; (ii) state the basis for the objection; and (iii) provide a citation to case law or other authority in support of the objection. Absent good cause, failure to timely object waives any objection to an exhibit's admissibility.

11. **PRESENTATION OF EXHIBITS DURING TRIAL.** The parties are strongly encouraged to use the Court's information technology equipment to show exhibits at trial. The parties are further encouraged to contact the courtroom deputy in advance of the trial for access to the equipment to ensure counsel can properly use the equipment at trial. Unless otherwise ordered, each party must bring at least one paper copy of its exhibit register for the Court's use, and at least two hard-copy books of all its exhibits, for witnesses and the Court.
12. **FINAL ARGUMENT.** At the conclusion of the trial, in lieu of final argument, the Court may request that each party file with the Court (a) a written closing statement with supporting legal argument or (b) a proposed memorandum opinion with findings of fact and conclusions of law with a separate proposed final judgment. Each submission must contain individually numbered paragraphs and follow the formatting requirements set forth in Part One of the Court's *Guidelines for Preparing, Submitting, and Serving Orders*. Each proposed finding of fact must be supported by a citation to the record, or it will be disregarded. Each proposed conclusion of law must be supported by a citation to applicable law, or it will be disregarded. Unless the Court directs otherwise, submissions may not exceed twenty pages.
13. **FAILURE TO ATTEND PRETRIAL CONFERENCE; SANCTIONS.** Failure to comply with any provision of this order or failure to appear at the pretrial conference may result in appropriate sanctions, including the award of attorney's fees, striking of pleadings, dismissal of the action, or entry of default judgment.

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Submitted by:

[Submitting attorney name]

[Law firm name]

[Mailing address]

[Phone number]

[Email address]

[Submitting attorney] must serve a copy of this order on any party that is not represented by a registered user of CM/ECF and must file a certificate of service if required by Local Rule 9036-2.