



**ORDER SETTING FOR
TRIAL / HEARING**

Case No. _____
Court _____
County _____
Division _____

PLAINTIFF
v.

DEFENDANT

The above-styled action is ordered set for trial/hearing in the _____ Court/Chambers
on _____ at _____.

IT IS FURTHER ORDERED:

- That counsel for the respective parties furnish the Court with a trial brief at least _____ days prior to the date assigned for trial hearing. These briefs will contain at least the following material:
 - (a) A succinct statement of the kind of action;
 - (b) A clear statement of the issues involved;
 - (c) A summary of the factual situation in regard to each claim or defense;
 - (d) An itemized list of the claimed special damages;
 - (e) A statement of the principles of law involved in the case, supported by the citation of appropriate authority; and
 - (f) In the event the cause is to be tried with a Jury, Requests for Instructions, subject to the right of counsel to supplement such requests during the trial on matters that cannot reasonably be anticipated.
- Copies of this trial brief shall be served on opposing counsel.
- That discovery is to be completed at least _____ days prior to the date assigned for trial.
- That not less than 10 days before the trial/hearing, the parties shall (1) exchange a list of special damages if any such damages are claimed; (2) exchange a list of the names and addresses of all witnesses who may testify, including the specialties of any anticipated experts; and (3) produce for inspection by the opposing party all exhibits that are to be placed in evidence.
- That prior to the pre-trial hearing, counsel for the parties shall meet, or confer by telephone, for a final discussion of (1) possibility of settlement, and (2) preparation of written stipulation of all possible facts, and advise the Court at the pre-trial hearing that such conference was held and the results thereof.
- Other: _____

Counsel are directed to refer to and comply with Rule _____ of this court.

_____, _____ Date Judge

Distribution: Attorneys of record.
Parties not represented by counsel.