

IN THE CIRCUIT COURT OF THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR
COLLIER COUNTY, FLORIDA CIVIL ACTION

,
Plaintiff(s)
vs CASE NO:
,
Defendant(s).
_____ /

UNIFORM PRETRIAL CONFERENCE/TRIAL ORDER
SETTING TRIAL FOR PERIOD COMMENCING

Present:

_____ for Plaintiff

_____ for Defendant

1. Statement of Case:
2. Amendments to pleadings:
3. Issues (agreed to and disputed):
4. Number of peremptory challenges:
5. Admissions to avoid unnecessary proof:
6. Witnesses:
Counsel and all pro-se parties shall list all witnesses they actually intend to call at trial from the approved Case Management Plan, if any, including a concise statement of the facts about which the witness will testify, by the ____ day of _____, 20__, and will be limited thereby except for good cause.

The parties shall 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 of Civil Procedure. If a party expects to call an expert or treating physician to testify at trial, it is strongly suggested that such witness be deposed by video and the testimony transcribed. The Court may not be in a position to allow a witness to testify “out of order,” over objection, or to take a recess or adjust its schedule for the convenience of such a witness.

7. **Attached**, if applicable, is a list of itemized statement of special damages claimed by any party.

8. Any problems or special needs for the attendance of witnesses:

9. Stipulations (checked):

- _____ a) Less than 6 jurors if one becomes incapacitated
 - _____ b) Use of expert testimony any time
 - _____ c) Waive X-ray technicians
 - _____ d) Waive records custodians
 - _____ e) Waive photographers
 - _____ f) Copies of ordinances or foreign laws
 - _____ g) Other: _____
- _____
- _____

10. Necessity of taking judicial notice:

11. Length of trial:

12. List Pending Motions:

13. Settlement possibilities:

14. Trial Date.

For Collier County	Trial Month – Trial period(4 weeks) beginning:_____
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15. List the Fabre, 623 So. 2d 1182 (Fla. 1993), Defendant(s) disclosed in accordance with Paragraph 4B of the Order Setting Jury Trial/Non-Jury Trial, Pretrial Conference that Defendant actually intends to request be placed on the verdict form.

16. If depositions or video depositions of witnesses will be used in accordance with applicable law, are there stipulations as to which portions will be shown to the jury? _____ YES
_____ NO

If there are disagreements regarding the admissibility of any portion of the depositions, such matters must be resolved by hearing, if necessary prior to the trial.

17. Unless specifically directed by the Court to be filed at an earlier date, jury instructions and verdict forms shall be submitted at the beginning of the trial. Counsel and all pro-se parties shall meet prior to trial to agree upon the verdict form and as many standard instructions as possible. The submitted instructions and verdict forms shall include any of the Florida Standard Jury Instructions and verdict forms with appropriate adaptations for the specifics of the case. On the first day of the trial, the attorney for each party shall submit to the Court both an electronic version in Microsoft Word and a typed copy of the proposed jury instructions and verdict form(s). This paragraph shall not foreclose the right of each party to request modifications of the jury instructions and/or verdict form(s) at the charging conference. Any party who intends to

request that the Court provide a set of written jury instructions for the jury's consideration, pursuant to Rule 1.470(b), shall be responsible for providing a clean copy (i.e., without citations to authority) of the jury instructions and verdict form(s) to the Court for this purpose prior to the submission of the case to the jurors.

18. **Attached** is a list of all photographs, documents and exhibits. Counsel shall confer prior to trial and initial those agreed to be admitted in evidence. All exhibits shall be pre-marked using numbers for Plaintiff's Exhibits and Letters for Defendant's Exhibits. Upon request the Clerk will provide Exhibit labels prior to commencement of the trial. To avoid the loss and disintegration of component parts of pages, all composite exhibits shall be satisfactorily marked and/or bound before presentation to the Court. Exhibits to be introduced which are larger than 8 1/2 x 11" may be used at trial, but if practicable, same shall be reduced to 8 1/2 x 11", and the reduced size copy shall be the exhibit retained by the Clerk in the court file. The oversized exhibits, if reduced, shall be returned to counsel at the close of the trial.

19. If a party desires that a proceeding be reported by a court reporter, it is the responsibility of that party to secure such services.

20. Failure to comply with the requirements of this Order may subject the party and/or counsel to appropriate sanctions, including attorneys' fees, fines, striking of pleadings, and/or dismissal of this action.

THE UNDERSIGNED HEREBY AGREE TO AND SUBMIT THE FOREGOING PRETRIAL CONFERENCE/TRIAL ORDER TO THE COURT FOR APPROVAL.

PLAINTIFF'S COUNSEL

Address
Telephone #
Fax #
E-Mail Address
Florida Bar #

DEFENDANT'S COUNSEL

Address
Telephone #
Fax #
E-Mail Address
Florida Bar #

Or, if pro se, PLAINTIFF

Address
Telephone #

or, if pro se, DEFENDANT

Address
Telephone #

THE COURT HEREBY APPROVES AND ADOPTS THE FOREGOING PRETRIAL CONFERENCE/TRIAL ORDER AND THE PARTIES ARE ORDERED TO COMPLY WITH IT.

DONE AND ORDERED in Chambers, _____ County, Florida on this _____ day of _____, 20____.

HONORABLE LAUREN L. BRODIE
Circuit Civil Court Judge

AMERICANS WITH DISABILITIES ACT

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 Charles Rice, Administrative Court Services Manager, whose office is located at 3315 East Tamiami Trail, Suite 501, Naples, Florida 34112, and whose telephone number is (239) 252-8800, at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.

CERTIFICATE OF SERVICE

Pursuant to Rule 1.080 of the Florida Rules of Civil Procedure, conformed copies have been emailed this _____ day of _____, 20____ to the following:

By: _____
Clerk