

**IN THE CIRCUIT COURT OF THE TENTH JUDICIAL CIRCUIT**  
**IN AND FOR HARDEE, HIGHLANDS AND POLK COUNTIES, FLORIDA**

Plaintiff(s),

VS.

Case Number: GC-G-

Defendant(s).

**ORDER SETTING CASE MANAGEMENT CONFERENCE**

Pursuant to Rule 1.200, Florida Rules of Civil Procedure, and Rule 2.085, Florida Rules of Judicial Administration, it is ORDERED:

**1. Scheduling.** A Case Management Conference is set for \_\_\_\_\_ .m. for \_\_\_\_\_ minutes on \_\_\_\_\_, 20\_\_\_\_\_ in \_\_\_\_\_ County Courthouse, \_\_\_\_\_, Florida. Plaintiff shall immediately notify parties other than those listed in the mailing certificate of this Case Management Conference. Motions may be set for this time only if first cleared with the court calendar.

**2. Disclosure.** *At least twenty days before the Case Management Conference*, each party shall provide the other parties with a witness list containing the names and addresses (sufficient for service of subpoena) "of all persons believed or known ... to have any knowledge concerning any of the issues raised by the pleadings and specify the subject matter about which the witness has knowledge." Fla. R. Civ. P., app. Forms 1,2. The subject matter about which the witness has knowledge is particularly important. The purpose of this disclosure is to enable each party to make informed decisions as to future discovery and accurately respond to the Court's inquiries found in Fla. R. Civ. P. 1.200(a)(1) - (10).

**3. Consultation.** *At least five days before the Case Management Conference*, Plaintiff shall schedule a consultation for all counsel, in person or by telephone, for the purpose of reviewing the witness lists and achieving as much agreement as possible concerning responses to the Court's inquiries on the items found in the Rules.

**4. Attendance.** Each party shall be represented at the conference by the person who will try the case. In addition to the items found in Rule 1.200(a), Florida Rules of Civil

Procedure, the parties will be expected to respond the Court's inquiries concerning time standards as found in Rule 2.085(d), Florida Rules of Judicial Administration. In this regard, counsel shall bring with them their calendars for the next twelve months.

**5. Cancellation.** If counsel are able to represent to the Court that a Case Management Conference would not be of assistance for the efficient handling of the case, and that the Rule 2.085(d) time standards can be met without a Case Management Conference, then a stipulation to that effect signed by all counsel may be submitted, *within 10 (ten) days of the date of this Order*, along with a proposed order, for consideration by the Court.

IT IS ORDERED that all communications noticing court proceedings including, but not limited to, subpoenas for trial, jury summons, notice of hearings, notice for depositions and all other court related proceedings shall provide that persons with a disability who need a special accommodation shall contact the Office of the Court Administrator to insure that reasonable accommodations are available. Such communications noticing court proceedings shall include the following substantive language:

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 the Office of the Court Administrator, (863) 534-4690, within two (2) working days of your receipt of this (describe notice); if you are hearing or voice impaired, call TDD (863) 534-7777 or Florida Relay Service (800) 955-8770.

DONE AND ORDERED at Polk County, Florida this \_\_\_\_\_ day of 2005.

\_\_\_\_\_  
, Circuit Judge

Copies furnished to: