

STANDING ORDERS
TRIAL MANAGEMENT CONFERENCE / CASE STATUS CONFERENCE
REVISED 9/2017

PLEASE NOTE: If the following conditions are not met, trial dates will not be set.

1. **THE ATTENDANCE OF ALL PARTIES AND COUNSEL AT CASE STATUS CONFERENCES AND TRIAL MANAGEMENT CONFERENCES IS MANDATORY. All parties and counsel shall comply with P.B. §35a-2(b) with respect to the availability of a party with decision-making authority.**
2. At the case status conference, counsel and parties shall identify their availability for future court events. **Persons absent or unable to access their calendars may not be granted continuances due to scheduling conflicts.** At the conference, counsel will be familiar with all aspects of their case and will be prepared to discuss said case knowledgeably and intelligently.
3. Counsel shall communicate with their client about the client's position prior to the conference.
4. In cases involving termination of parental rights, counsel shall have explored in advance of the trial management conference the possibility of settlement involving post-adoption contact, including referral of adoptive family to source of legal representation (**CAFAF**).
5. Two weeks before the trial management conference, counsel and *pro se* parties shall submit a memorandum which shall include the following information:
 - a. Summary of petitioner's contentions and respondent's defenses or oppositional grounds;
 - b. Unresolved pleadings, motions, and discovery requests;
 - c. Discovery outstanding;
 - d. List of lay and expert witnesses reasonably expected to be called with approximate length of direct testimony, summary of anticipated testimony, and availability of witnesses;
 - e. Anticipated evidentiary issues or judicial notice requests;
 - f. Summary and status of settlement efforts;
 - g. Estimated length of trial;
 - h. Special services required, i.e., interpreter, habeas, VCR, teleconference to remote location.

CASE MANAGEMENT CONFERENCE DATE: _ AT
Child Protection Session
1 Court Street
Middletown, CT 06457

PER ORDER OF THE COURT
Burgdorff, J.

cc: counsel of record
file