

CIVIL COURT TRIAL MANAGEMENT ORDER

Revised March 11, 2011

Counsel and self-represented parties must attend any scheduled trial management conference at the assigned time. Counsel and self-represented parties should come prepared to engage in settlement negotiations. Counsel must have clients and/or decision makers available by phone, unless otherwise ordered by the presiding judge. Counsel for a plaintiff or intervening plaintiff or a self-represented plaintiff must bring an updated pretrial memorandum (JD-ES-47) to the trial management conference.

A joint trial management report must be filed with the court before the scheduled trial management conference. If the parties, through counsel or self-represented, are unable to agree on the contents of any section of the joint trial management report, each side's position shall be set forth in the joint trial management report.

The trial management report must include the following:

1. A brief, non-argumentative factual description of the case.
2. A list of the legal and factual issues in dispute.
3. A witness list with an identifier for each witness (party, expert, fact witness, document custodian) including any anticipated scheduling problems. Witnesses not listed will not be permitted to testify at trial, except for good cause shown or if the witness will provide rebuttal evidence. **[Note:** This order does not replace or change the requirements of Practice Book § 13-4 regarding the manner and time for expert disclosure.]
4. A list of all pending motions that must be decided before the start of trial including motions in limine or to preclude evidence. If any party anticipates filing such a motion before the start of evidence, that party should identify the anticipated motion(s).
5. A list identifying the operative pleadings (complaint, answer, counterclaim, etc.) and any Practice Book § 13-4 expert disclosures by name and docket entry number.
6. An estimate of the amount of time necessary to try the case.
7. A statement as to any anticipated scheduling problems other than those involving witnesses, which must be set forth as required in paragraph 3.

Before the start of evidence, all exhibits each side reasonably expects to introduce must be pre-marked as full (F), if all sides agree, or for identification only (ID). Unless otherwise ordered by the court at the trial management conference or by the assigned trial judge, exhibits shall be marked

in accordance with the instructions contained in Form JD-CL-28 (List of Exhibits) and the form must be submitted to the court on or before the first day of evidence. Any exhibit that is offered at trial but is not on the List of Exhibits will not be admitted, except for good cause shown or if the exhibit is offered as rebuttal or impeachment evidence.

Before the start of evidence, unless otherwise ordered by the court at the trial management conference or by the assigned trial judge, each side must file the following with the court:

1. A brief legal memorandum containing statements of law and legal theories in the case.
2. Any facts that both sides agree to (joint stipulation) in writing.

If any party fails to comply with this order, the court may impose sanctions on that party including, but not limited to, excluding evidence, requiring a party to pay costs or other monetary sanctions, dismissing the case or entering a nonsuit or default against the party failing to comply.

Hon. Barbara M. Quinn
Chief Court Administrator

Hon. Linda K. Lager
Chief Administrative Judge, Civil Division