

# Superior Court for Family Matters

## Standing Orders

### Trial Management Order

Counsel and self-represented parties are ordered to give to the family caseflow office and to exchange with each other documents that comply with the Trial Management Order so that they are received by the caseflow office and each other **not less than 10 (ten) calendar days** before the assigned trial date. These documents, which are not to be electronically filed or placed in the court file, include:

1. Current sworn financial affidavits, including a detailed income statement, a list of assets and liabilities, the sworn-to value of all assets, current value of all retirement and employment benefits and any proposed distribution;
2. A list of all pending motions, including motions to be decided before the start of trial (in limine) and motions for protective order;
3. Fully completed child support guidelines worksheet;
4. Written proposed orders in accordance with Practice Book Sec. 25-30(c) and (d), which shall be comprehensive and set forth the parties' requested relief;
5. If the parties agree to a Proposed Parental Responsibility Plan, a written stipulation detailing the agreement should be included in the proposed orders;
6. A list of the names of all witnesses each party reasonably expects to call as part of their case in chief, as well as any reasonably anticipated rebuttal witnesses, including an identifier (that is, party, eyewitness, or expert). Include any expected scheduling problems. **Note:** This order does not replace or change the requirements of Practice Book Sec. 13-4 about the manner and time for expert witness disclosure;
7. A list of exhibits each party reasonably expects to introduce in evidence, indexed by P plus a number for the plaintiff, and D plus a letter for the defendant, with a brief description of each exhibit, indicating whether any party objects to the admission of the exhibit and if so, including a statement of the grounds for the objection. The actual exhibits are not to be sent to the Caseflow Office but are to be exchanged by the parties as part of the compliance with this order. Counsel and self-represented parties are to report to the courtroom clerk at 9:15 AM in order to complete the marking of exhibits for the trial;
8. If counsel or parties, as part of their argument at trial intend to submit a computer generated alimony and child support cash analysis, it shall: (1) utilize current tax information; (2) reflect assumptions inputted for the generation of the report; and (3) be exchanged with all counsel and self-represented parties.

**If a party does not follow this order, the party may have sanctions imposed on them by the court, which may include a monetary sanction, exclusion of evidence, or the entry of a nonsuit, default or dismissal.**

Counsel and self-represented parties shall provide an executed Affidavit Concerning Children (JD-FM-164) at the time of trial.

**If counsel or self-represented parties do not come to court for trial on the trial date, either the case will be dismissed with prejudice or the case will be decided by the court as an unopposed matter.**

The Honorable Elizabeth A. Bozzuto  
Chief Administrative Judge  
Family Division  
Rev. 6/28/2016