

CAUSE NO. _____

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IN THE DISTRICT COURT

467TH JUDICIAL DISTRICT

DENTON COUNTY, TEXAS

CIVIL SCHEDULING ORDER AND DISCOVERY CONTROL PLAN

This order applies to parties appearing pro se as well as those represented by counsel.

The following deadlines shall apply to this case UNLESS MODIFIED BY THE COURT, except as expressly permitted herein by Rule 11 agreement. It is the policy of this Court not to grant a continuance of any trial setting when such date has been agreed to by the parties or attorneys, except in an emergency or for other good cause shown.

1. JURY TRIAL / BENCH TRIAL (Strike one)

TRIAL DATE _____ at _____

DOCKET CALL DATE _____ at _____ (in person/ zoom) strike one

Expected length of trial is _____ days/hours (strike one).

This case will be ready for trial on the date indicated (the “Initial Trial Setting”). Reset or continuance of the Initial Trial Setting will not alter any deadlines established in this Order or established by the Texas Rules of Civil Procedure, unless specifically provided by Order after Motion showing good cause. It is the policy of this Court not to grant a continuance of any trial setting when such date has been agreed to by the parties or attorneys, except in an emergency or for other good cause shown. FAILURE TO APPEAR WILL RESULT IN DISMISSAL FOR WANT OF PROSECUTION AND/OR ENTRY OF A DEFAULT ORDER.

2. PRETRIAL CONFERENCE (JURY TRIALS AND MULTIPLE DAY BENCH TRIALS).

Pretrial Conference Date and Time _____ at _____ .M (In person)

Lead counsel and pro se parties shall appear in person to discuss all aspects of trial on this date. Each party shall be prepared to consider such other matters as may aid in the disposition of the case, including any matter raised pursuant to Rule 166. All Pre-Trial motions (Motions in Limine, etc.) shall be filed 10 days before the formal pretrial conference and will be heard at the formal pretrial conference. **The Court**

will not hear motions on the day of trial without obtaining prior leave of the Court. FAILURE TO APPEAR WILL RESULT IN DISMISSAL FOR WANT OF PROSECUTION AND/OR ENTRY OF A DEFAULT ORDER.

Each party is directed to produce the following **no later than 3 p.m. on the day before the Pre-Trial Conference:**

- a) **CONCISE TRIAL SUMMARY**. State each separate cause of action and/or defense; each element of each cause of action and/or defense; if appropriate, a precise legal standard for measure of damages. Please be as brief and concise as possible. This summary is intended to be an aid for the Judge and staff and should be limited to one page if possible. No formal headings or styles are required. Reference to case law and statute may be included.
- b) **WITNESS LIST**. Witness List example is located on the 467th Court website under Forms and must be submitted to the Court Reporter at Jennifer.Ryan@dentoncounty.gov (and served upon all other parties).
- c) **PROPOSED JURY INSTRUCTIONS AND ISSUES**. The jury charge must be submitted in Microsoft Word format to the Court Administrator at Kendra.Piggot@dentoncounty.gov (and served upon all other parties) in exactly the same form as it would be presented to the jury. However, please cite your authority or source at the end of each question or instruction. Please do not include signature blocks for the Judge to grant, deny or modify any requested definition, instruction or question. The proposed charge should follow the current edition of the TEXAS RULES OF CIVIL PROCEDURE and the applicable TEXAS PATTERN JURY CHARGES.
- d) **ORDER ON MOTION IN LIMINE** or other proposed orders on pre-trial motions.
- e) **DOCUMENTARY EVIDENCE AND EXHIBITS**. An Exhibit List example is located on the 467th Court website under Forms. The Exhibit List and must be submitted to the Court Reporter at Jennifer.Ryan@dentoncounty.gov (and served upon all other parties). All pre-marked for identification exhibits must be submitted to the Court Reporter on a USB drive (and served upon all other parties). Please be prepared to consider stipulations as to the authenticity and admissibility of exhibits.

3. _____ **MEDIATION.**

Mediation is required. The parties, attorneys and any person with settlement authority shall attend mediation by this date with Denton County's Alternative Dispute Resolution Program (DCAP) or a private mediator. (if the parties do not agree on a mediator, the Court will appoint a qualified Denton County mediator upon request). The mediation date must be **at least seven days prior to the trial date.**

4. _____ **AMENDING PLEADINGS.**

All amendments and supplements to pleadings must be filed by this date unless modified by Rule 11 agreement. This order does not preclude prompt filing of pleadings directly responsive to any timely filed pleadings.

5. _____ **SWORN INVENTORY AND PROPOSED PROPERTY DIVISION.**

In contested divorce cases, each party shall serve the other party with a sworn inventory setting forth a description and value of all property (real or personal, community and separate) owned or claimed by the parties, a list of all debts (stating the creditor and amount) owed by the parties, and a proposed division of all property and debts. Each party shall present their sworn inventory and proposed property to the Judge prior to trial. **This date must be at least 30 days prior to mediation.**

6. _____ **DISCOVERY DEADLINE AND LIMITATIONS.**

All discovery must be completed by this date unless modified by Rule 11 agreement. Parties must serve discovery in sufficient time to allow for a timely response to be served by the other party under the TEXAS RULES OF CIVIL PROCEDURE no later than this deadline. Incomplete discovery will not delay the trial date or the other deadlines established in this Order.

If the case is not reached for trial on the trial date, a new trial date will be set by the Court. In that event, **these deadlines will NOT be extended without approval by the Court and entry of a new scheduling order.**

SO ORDERED on _____, 20____.

JUDGE PRESIDING

AGREED AND/OR ACKNOWLEDGED:

Attorney for Plaintiff / Petitioner
Email: _____

Plaintiff / Petitioner
Email (if *Pro Se*): _____

Attorney for Defendant / Respondent
Email: _____

Defendant / Respondent
Email (if *Pro Se*): _____

Attorney for _____
Email: _____

Party: _____
Email (if *Pro Se*): _____