

# Case Management and Scheduling Orders

## A. CIVIL CASES

**SCHEDULING AND CASE MANAGEMENT CONFERENCE:** The Court routinely issues its Notice of Scheduling and Case Management Conference after the Answer is filed. If there is more than one named Defendant, the Court typically schedules the conference after all Defendants have filed Answers, unless to do so will cause significant delay. The parties are required to submit a Rule 26(f) plan and/or a Case Summary as described in the Notice no later than five business days before the initial scheduling conference.

At the initial scheduling conference, the Court expects lead counsel to attend. The parties should be prepared to discuss the case and the issues, the Court's subject matter jurisdiction, the parties' interest in state court evaluation and/or facilitation, and any other standard procedural/scheduling issues. The Court expects counsel to discuss alternative dispute resolution (ADR) options with their clients in advance of the conference.

**FINAL PRETRIAL CONFERENCE:** Trial procedures and final pretrial matters are discussed with the Court at this conference. Motions in limine also may be heard at the conference in order to avoid delay on the first day of trial.

**STATUS CONFERENCE:** Upon request or sua sponte, the Court may schedule a status conference to facilitate the administration of a case when necessary.

**SPECIAL CASES:** Social Security appeals and pro se prisoner Civil Rights cases are generally referred to the magistrate judge for case management.

## B. CRIMINAL CASES

**SCHEDULING:** The Court will issue a scheduling order. Requests to modify or enlarge the calendar dates shall be made by motion and must include a stipulation to extend time and a waiver under the Speedy Trial Act if they affect the trial date.

**FINAL PRETRIAL CONFERENCE:** A final pretrial conference is conducted by the Court. The final pretrial conference is generally held two weeks prior to the start of trial. Motions in limine may also be heard at the final pretrial conference in order to avoid delay on the first day of trial.

**STATUS CONFERENCE:** Upon request or when necessary, the Court may schedule a status conference to facilitate the administration of a case.