

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF MICHIGAN
SOUTHERN DIVISION

PLAINTIFF(S),

Case No. XX-cv-XXXXX
Honorable Gershwin A. Drain

v.

DEFENDANT(S).

_____ /

SCHEDULING ORDER

SAMPLE	
YOU WILL RECEIVE NO FURTHER NOTICE OF THESE MATTERS	
Witness Lists Filed By:	
Discovery cutoff:	
Stipulation for Case Evaluation Due:	
Dispositive Motions due:	
Final Pretrial Order due:	
Motions <i>in Limine</i> due:	
Final Pretrial Conference:	
Trial Date:	
Estimated Length of Trial:	
Jury <input type="checkbox"/> Non Jury <input type="checkbox"/>	

- I. **TIME.** Computation of time under this order and under any notice of any scheduling order or notice in this case shall be in conformity and accordance with Federal Rule of Civil Procedure 6(a).
- II. **FILING OF PAPERS.** The Court requires strict compliance with Local Rule 5.1(a)(3). Therefore, any filings that fail to comply with the font requirements described in the rule will be immediately stricken. *See* E.D. Mich. L.R. 5.1(a)(3) (requiring filings to contain type size for all text and footnotes to “be no smaller than 10 and ½ characters per inch (non-proportional) or 14 point (proportional)).
- III. **DISCOVERY.** The court will not order discovery to take place subsequent to the discovery cutoff date. The discovery deadline may be extended by filing a stipulation with the court only if the extension of time does not affect the motion cutoff, final pretrial conference, or trial dates. Extensions or adjournments of all other dates will only be considered upon the filing of a timely written motion for good cause shown. Local Rule 26.2 generally prohibits filing discovery materials with the Clerk. Violation of this rule may result in sanctions.
- IV. **WITNESSES.** The deadline for exchange of witness lists refers to all witnesses, lay and expert.
- V. **MOTIONS.** The court requires strict compliance with Local Rule 7.1(a), which requires moving parties to seek concurrence before filing a motion. Dispositive motions shall be filed on or before the date set forth in this order. No party may file more than one motion for summary judgment without obtaining leave of court. All briefs must comply with Local Rules 5.1 and 7.1, and must contain citation to appropriate authorities within the text of the brief, and citations must conform to the latest edition of The Bluebook: A Uniform System of Citation published by the Harvard Law Review. Courtesy copies of motions and briefs must be provided to chambers and in accordance with Local Rule 5.1.1(c).

Courtesy copies must be properly bound. The Court will not accept documents loosely secured with a rubber band or binder clip.

VI. **STIPULATION FOR CASE EVALUATION** must be submitted by the date set forth in this order. Referral to mediation panel will be made following receipt of the stipulation.

VII. **FINAL PRETRIAL CONFERENCE AND FINAL PRETRIAL ORDER.** The Final Pretrial Order must be submitted through the document utilities function of the CM/ECF on or before the date set by this order. All witnesses must be listed in the Final Pretrial Order. Witnesses may only be added to the Final Pretrial Order by stipulation of the parties and leave of court. Counsel shall follow the procedure outlined below to prepare for the final pretrial conference and the Final Pretrial Order:

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All Counsel for all parties are directed to confer in person (face to face) at their earliest convenience in order to (1) reach any possible stipulations narrowing the issues of law and fact, (2) deal with non-stipulated issues in the manner stated in this paragraph, and (3) exchange documents that will be offered in evidence at trial. It shall be the duty of counsel for plaintiff to initiate that meeting and the duty of opposing counsel to respond to plaintiff's counsel and to offer full cooperation and assistance. If, after reasonable effort, any party cannot obtain the cooperation of opposing counsel, it shall be his or her duty to communicate with the court. The Final Pretrial Order shall fulfill the parties' disclosure obligations under Federal Rule of Civil Procedure 26(a)(3), unless the Judge orders otherwise. All objections specified in Rule 26(a)(3) shall be made in this order. Counsel for plaintiff shall prepare a draft Final Pretrial Order and submit it to opposing counsel, after which all counsel will jointly submit the proposed order. The Final Pretrial Order should provide for the signature of the court, which, when signed, will become an Order of the court. The proposed Final Pretrial Order shall strictly comply with the requirements of Local Rule 16.2.

* Pursuant to Local Rule 16.2(b)(9), any objection based on

foundation or trial. authenticity will be deemed waived if not raised before trial.

- B. The following persons shall personally attend the final pretrial conference:
- 1) Trial counsel for each party;
 - 2) All parties who are natural persons;
 - 3) A representative on behalf of any other party;
 - 4) A representative of any insurance carrier that has undertaken the prosecution or defense of the case and has contractually reserved to itself the ability to settle the action.

Representatives must possess full authority to engage in settlement discussions and to agree upon a full and final settlement. "Personal attendance" by each party is not satisfied by (1) trial counsel professing to have full authority on behalf of the client or (2) a party being available by telephone.

VIII. At least ONE WEEK prior to the beginning of trial, counsel shall furnish to the court the following:

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- A. In jury cases, any requests for VOIR DIRE, proposed JOINT JURY INSTRUCTIONS and the VERDICT FORM. The parties shall file with the court a single set of proposed, stipulated jury instructions and a single, proposed verdict form. The instructions are to be typewritten and double spaced and shall contain references to authority (e.g., "Devitt and Blackmar, Section 11.08"). Additionally, each party shall separately file any additional proposed instructions to which any other party objects. The parties must make a concerted, good faith effort to narrow the areas of dispute and to discuss each instruction with a view to reaching an agreement as to an acceptable form.
- B. In a non-jury case, proposed FINDINGS OF FACT and CONCLUSIONS OF LAW.
- C. A statement of claims or defenses, no longer than two pages, suitable to

be read to the jury during opening instructions.

- IX. **EXHIBITS.** Counsel are required to mark all proposed exhibits in advance of trial. Plaintiff's exhibits shall use numbers and Defendant's exhibits shall use letters. A consecutive number and lettering system should be used by each party. The parties are required to exchange marked exhibits three days prior to the start of trial. Counsel are also required to maintain a record of all admitted exhibits during trial. See attached exhibit form. Counsel for each party must keep custody of that party's admitted exhibits during trial. A party who objects to this provision must file a written objection prior to jury selection.
- X. **JUDGE'S COPIES.** A paper copy of electronically filed motions, briefs, attachments, responses, replies, proposed Final Pretrial Order, and proposed Joint Jury Instructions (with disc) **MUST** be delivered directly to the Judge's chambers and labeled Judge's copy.
- XI. The court will not allow counsel not admitted in the Eastern District to practice upon a special motion. Any inquiries regarding admission to this district must be directed to the Clerk's office at (313) 234-0005.
- XII. **LOCAL COUNSEL.** An attorney admitted to practice in the Eastern District of Michigan who appears as attorney of record and is not an active member of the State Bar of Michigan must specify local counsel with an office in this district. Local counsel must enter an appearance and otherwise comply with Local Rule 83.20(f).

Dated:

/s/ _____
GERSHWIN A. DRAIN
United States District Judge

CERTIFICATE OF SERVICE

Copies of this Order were served upon attorneys of record on

_____, by electronic and/or ordinary mail.

/s/ Teresa McGovern

Deputy Clerk

SAMPLE

HONORABLE GERSHWIN A. DRAIN
UNITED STATES DISTRICT JUDGE
231 W. LAFAYETTE #1013
DETROIT, MI 48226

PHONE: (810) 341-9760 FAX: (810) 341-9765
CASE MANAGER: Tanya Bankston

CONFERENCES Scheduling conferences held after answer filed and scheduling order issued. Status conference held as needed or requested. Settlement conference held upon request and at final pretrial conference.

MOTIONS Hearings held on most motions. Proposed orders shall be attached to the motion, as well as submitted through the document utilities function of the CM/ECF. Strict compliance required with Local Rules 7.1 and 65.1.

DISCOVERY Discovery shall be completed on or before the date set forth in the scheduling order. Discovery motions frequently referred to the magistrate judge assigned to the case.

MEDICATION Civil cases required after discovery cutoff and parties are encouraged to stipulate in writing to be bound by medication functions. It is not necessary, however, that sanctions be included in the stipulation.

PRETRIAL Final Pretrial Order generally due one (1) week before final pretrial conference. Witnesses may only be added to the final pretrial order by stipulation of the parties and leave of court. Final pretrial conference usually held two weeks prior to trial, parties and/or persons with settlement authority must be present.

TRIAL Attorneys are responsible to ascertain the status of the trial date. Marked exhibits are to be exchanged three (3) days prior to trial. Benchbook of exhibits is required. If trial briefs are required by the court, they must be filed one (1) week prior to trial. File motions *in limine* no later than four (4) weeks prior to the final pretrial conference. Trial is usually held 9:00 a.m. to 4:00 p.m. daily.

NON-JURY Submit proposed findings of fact/conclusions of law, one (1) week prior to trial.

JURY Voir dire by court. Submit proposed voir dire one (1) week prior to trial.

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