

PAPER PRE-TRIAL CONFERENCE PROCEDURES

1. The parties are to satisfy the pre-trial conference requirement by filling out and signing the attached Joint Pre-Trial Form ("the Form"). **THE FORM MUST BE SIGNED BY BOTH PARTIES BEFORE SUBMISSION.**
2. **COUNSEL ARE STRONGLY ENCOURAGED TO COMPLETE AND SUBMIT THE FORM PRIOR TO THE PRETRIAL CONFERENCE.** If counsel is unable to complete the form by 4:30 p.m. on the day prior to the scheduled pretrial conference, counsel must attend the pretrial conference in person and submit the Form on the day of the pretrial conference in the designated inbox in Courtroom 12D no later than 11:00 a.m.
3. All pre-trial conferences shall be conducted using the Form, the Court will not hold hearings on pre-trial conferences.
4. If the opposing party is not available prior to the Pre-Trial Conference date and is not present at the Pre-Trial Conference by 11:00 a.m., either party may then submit a unilaterally signed form in the designated inbox in Courtroom 12D. The submitting party shall articulate the attempts made to confer with the opposing party. The submitting attorney may attach copies of attempted correspondence with opposing counsel. The Court shall address the matter of the nonresponding party accordingly.
5. A separate motion and proposed order is no longer necessary for continuance requests.