

**IN THE CIRCUIT COURT OF THE COUNTY OF ST. LOUIS COUNTY  
STATE OF MISSOURI**

<p><b>Plaintiff(s),</b></p> <p>v.</p> <p><b>Defendant(s),</b></p>		<p><b>Cause No.</b></p> <p><b>Division        3</b></p>
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**TRIAL SCHEDULING ORDER AND PRE-TRIAL ORDER**

1. Cause set for \_\_\_\_\_ bench or \_\_\_\_\_ jury trial on \_\_\_\_\_ at \_\_\_\_\_.
2. The anticipated length of the trial is \_\_\_\_\_ days.
3. A panel of \_\_\_\_\_ venire persons is requested.
4. Pre-Trial Conference: \_\_\_\_\_ @ \_\_\_\_\_ am/pm.
5. ***Plaintiff's experts, retained and non-retained***, to be disclosed and deposed by \_\_\_\_\_
6. ***Defendant's experts, retained and non-retained***, to be disclosed and deposed by \_\_\_\_\_
7. ***All discovery shall be completed by*** \_\_\_\_\_ unless otherwise agreed to by the parties or ordered by the court.

**No discovery shall be served no later than 30 days prior to discovery deadline.**

8. ***Mediation, if ordered or agreed to***, shall be completed by the close of discovery. The parties will agree on a mediator to be used, and costs of the mediation will be split evenly between the parties.

***Mediation is ordered***         ***Mediation request by parties***

9. Any ***Motions for Summary Judgment*** filed pursuant to 74.04 RSMo shall be filed in a package containing the Motion; Statement of Uncontroverted Facts; Memorandum in Support of the Motion; Response in Opposition to the Motion and Statement of Uncontroverted Facts; the Reply in Support of the Motion; and any Sur-Replies permitted by 74.04(c) RSMo no later than \_\_\_\_\_. A copy of the package must be e-mailed to [Heather.Cunningham@courts.mo.gov](mailto:Heather.Cunningham@courts.mo.gov) in **Word format**.

**All dispositive Motions must be filed no later than 180 days before the schedule pre-trial conference.**

10. All Motion in Limine and objections in depositions must be filed no later than 10 days before the pre-trial conference.

11. All outstanding Motions, Motions and Limine and objections in depositions will be argued at the pre-trial conference.

12. *All outstanding motions, pre-trial motions, motions in limine* must be *e-mailed to Heather.Cunningham@courts.mo.gov, at least 10 days prior to pre-trial. The party filing the motion shall file a Notice of hearing for an agreed upon date and shall state whether the motion will be heard in person or by WebEx. Any Notice for a hearing conducted by WebEx must be by consent of all parties and shall include the following information:*

WebEx Meeting ID: 146 569 4409

Meeting Room Link:

<https://mocourts.webex.com/meet/vcdiv3mtg>

WebEx Call in Number: 1-408-418-9388 (long distance charges may apply)

13. Counsel are responsible for setting a *pre-trial conference* where said motion(s) will be heard no later than 10 days (including Saturday and Sunday) before the trial date.

**All motions not heard at that time are deemed abandoned.**

14. The parties shall present any objections to the *designated deposition testimony* that they intend to enter into the record to the court for a ruling at the time of the pre-trial conference.

15. The parties shall also be required to present an *exhibit list and the exhibits* to the court and the court reporter for marking at the time of the pre-trial conference. Any electronically submitted evidence must be clearly titled and the name shall match the label/ marking of the evidence (ex: "Pltf Ex.1.pdf), Multi-page evidence shall be paginated. Plaintiffs (1,2,3...) for labeling, Defendants letters (A,B,C,..) for labeling. Please include an Exhibit index.

16. Parties are responsible for providing copies of all exhibits for the other parties, witnesses and the Court.

17. Plaintiff's Jury Instructions must be filed no later than 10 days before the pre-trial conference.

18. Defendant's Jury Instructions must be filed no later than 5 days before the pre-trial conference.

19. The parties shall comply with LOCAL RULE 29: USE OF INFORMATIONTECHNOLOGY EQUIPMENT IN THE COURT in order to utilize any technology during the course of the trial.

20. Parties to provide the court with proposed or agreed upon language for Early Case Summary as required by Rule E1.01 no later than five (5) days prior to the pre-trial conference. Parties to provide the court with proposed or agreed upon questions regarding juror litigation history pursuant to Rule 69.025 no later than five (5) days prior to the pre-trial conference.

SO ORDERED:

\_\_\_\_\_  
Heather R. Cunningham

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Dated

Cc: Notification of All Attorneys of Record via the Court's E-Filing System