IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE IN AND FOR ☐ NEW CASTLE COUNTY ☐ KENT COUNTY ☐ SUSSEX COUNTY

CIVIL CASE MANAGEMENT ORDER

FAILURE TO TIMELY COMPLETE AND RETURN THIS DOCUMENT TO THE COURT MAY RESULT IN A CCP RULE 41(e) DISMISSAL OR A JUDGMENT AGAINST YOU IF YOU ARE THE DEFENDANT

Civil Action No
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This Case Management Order <u>must</u> be fully completed and returned to the Civil Division by the date on the attached Notice. This information will be used to formulate the Scheduling Order and Trial Notice. Please be as specific as possible. All questions must have responses or will be returned. All counsel/parties are under a continuing obligation and hereby ORDERED to serve a copy of this Order upon all unrepresented parties, and upon all counsel entering an appearance subsequent to the entry of this Order.

An individual may appear as a Plaintiff or a Defendant in the Court of Common Pleas without an attorney. If you are not familiar with court procedures or the legal issues in your case, you may wish to consider consulting an attorney. Corporations, partnerships, limited liability partnerships and limited liability companies **must obtain an attorney** before proceeding in the Court of Common Pleas. Please bring

the original and three copies of all trial exhibits you plan on introducing at trial. On the day of trial, all parties and counsel should appear no later than the scheduled time and check in with the Bailiff *and* the Clerk.

All requests for subpoenas for fact witnesses must be filed with the Court Clerk along with the Sheriff's fees no later than 15 days before trial. All cases scheduled for trial will be heard as assigned, unless the parties request a continuance 15 days in advance. The deadlines and dates herein are firm and may be not be changed by the parties or counsel without the prior approval of the presiding judge. The Court will not grant a continuance of any event by consent or because discovery is incomplete. In the absence of a genuine emergency or other good cause, last minute continuances will not be granted.

If you are a person with a disability who needs any accommodation in order to participate at Trial, you are entitled, at no cost to you, to the provision of certain assistance. Should you need any accommodations, please contact the Civil Division of the Court within two working days of receiving this document.

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1. List the Issues in the Case:	
2. Attorneys/Individuals trying the Case:	
Plaintiff:	

3. Brief summary of the Plaintiff's position:

Defendant:

4.	Brief summary of the Defendant's position:
5.	Mediation is available in this Court through our Investigative Services Office (See enclosure). The Court has certified mediators on staff. A successful mediation would alleviate the need for a trial. Would the parties be willing to participate in non-binding mediation?
	Plaintiff(s)YesNo
	Defendant(s)YesNo
6.	Plaintiff(s) witness list and the purpose of their appearance:
7.	Defendant(s) witness list and the purpose of their appearance:
8.	If you anticipate calling a witness to testify as an expert, please provide his/her resume and qualifications:

9.	List Plaintiff(s) Exhibits. If you are the Defendant(s), do you object to the Plaintiff's exhibits? If so, state why?
10.	List Defendant(s) Exhibits. If you are the Plaintiff(s), do you object to the Defendant(s) exhibits? If so, state why?
11.	Is Sequestration requested? (Sequestration of witnesses involves keeping witnesses apart from one another and outside of the courtroom. It may be ordered by the court at the request of one of the parties to insure that in-court testimony of witnesses is influenced by what another witness said.)
	By Plaintiff(s)YesNo
	By Defendant(s)YesNo
12.	List any Motions that will be filed prior to trial and briefly explain the purpose thereof:

13. List in detail any special issues which	ch may affect the case:
	interest with any Court of Common Pleas ame of the judicial officer and explain the
15. Please provide a candid estimation trial:	of the actual length and available dates for
Date:	Plaintiff /Attorney
Date:	
Date:	Defendant/Attorney
Date:	

The Civil Case Management Order <u>must</u> be received in the Scheduling Office no later than the date on the attached Notice. A trial date will be assigned after review of this document and Notices will be mailed.

NEW CASTLE

Court of Common Pleas Civil Scheduling Office New Castle County Courthouse 500 N. King Street, Suite 1610 Wilmington, DE 19801

KENT COUNTY

Court of Common Pleas Civil Scheduling Office 38 The Green, Suite 6 Dover, DE 19901

SUSSEX COUNTY

Court of Common Pleas Civil Scheduling Office Race & Market Streets 1 The Circle, Suite 1 Georgetown, DE 19947

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CIVIL CASE MANAGEMENT ORDER

C.A. No	Caption:
AND NOW, this	
ТНАТ:	
	n any person as a part to this action shall be made on or ay of, 20
	nd the pleadings to this action shall be made on or before, 20
3. All discovery in this action, 20	etion shall be completed on or before the day of
4. All motions, including day	g discovery motions, shall be made on or before the, 20
5. Trial is scheduled for	
6. The Court has allotted	the following time for the parties to present the case:
	Judge/Commissioner