

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**

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)  
) CA. No.  
)  
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)  
) DATE:  
)  
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)  
)

TO:

SYSTEM ID:

This Case Management Order **must** 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.

1. List the Issues in the Case:

2. Attorneys/Individuals trying the Case:

Plaintiff:

Defendant:

3. Brief summary of the Plaintiff's position:

4. Brief summary of the Defendant's position:

5. The Court has a certified Mediator on staff. The Mediation Office is located on the first floor of the Leonard L. Williams Justice Center in Suite 1600. A successful mediation would alleviate the need for a trial. Would the parties be willing to participate in non-binding mediation?

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 not influenced by what another witness said.)

By Plaintiff(s)  Yes  No

By Defendant(s)  Yes  No

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 may affect the case:

14. Are there any known conflicts of interest with any Court of Common Pleas judicial officers? If so, state the name of the judicial officer and explain the conflict:

15. Please provide a **candid** estimation of the actual length and available dates for trial:

Date: \_\_\_\_\_  
\_\_\_\_\_ Plaintiff /Attorney

Date: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_ Defendant/Attorney

Date: \_\_\_\_\_  
\_\_\_\_\_

The Case Management Order **must** 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 COUNTY**

Court of Common Pleas  
Civil Scheduling Office  
Leonard L. Williams 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

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**

C.A. No. \_\_\_\_\_ Caption: \_\_\_\_\_

AND NOW, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D., it is hereby ORDERED that:

1. Any application to join any person as a part to this action shall be made on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
2. Any application to amend the pleadings to this action shall be made on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
3. All discovery in this action shall be completed on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.
4. All motions, including discovery motions, shall be made on or before the \_\_\_\_\_ day \_\_\_\_\_, 20\_\_\_\_.
5. Trial is scheduled for \_\_\_\_\_, 20\_\_\_\_.
6. The Court has allotted the following time for the parties to present the case:  
  
\_\_\_\_\_

\_\_\_\_\_  
Judge/Commissioner

SCHEDULING ORDER

IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE

IN AND FOR \_\_\_\_\_ COUNTY

Plaintiff,

\*

C.A.

\*

\*

SPEED

v.

\*

\*

\*

Defendant.

\*

**SPEED**  
**CIVIL ACTION WORKSHEET & ORDER**

Date of Filing of Complaint: \_\_\_\_\_ Date of Filing Answer: \_\_\_\_\_

Date of filing other motion under Rule 7 or 12 by any party: \_\_\_\_\_

Name of motion: \_\_\_\_\_

Presiding Judge: \_\_\_\_\_

Date of Scheduling Conference (w/in 30 days of Answer or above Motion): \_\_\_\_\_

Following the Scheduling Conference, this Court enters the following order with the following deadlines:

\_\_\_\_\_ *This civil action will proceed on the SPEED docket.*

\_\_\_\_\_ *This action will return to the regular civil docket.*

*Motions to join additional parties or amend the pleading must be filed by \_\_\_\_\_*  
*(30 days)*

*Motions to Compel Discovery must be filed by \_\_\_\_\_.*  
*(45 days)*

*Such motions will be heard by \_\_\_\_\_.*  
*(60 days)*



*Dispositive motions must be filed by \_\_\_\_\_.*  
*(90 days)*

*Such motions will be heard by \_\_\_\_\_.*  
*(120 days)*

*Trial date: \_\_\_\_\_.*  
*(150 days)*

\_\_\_\_\_ *An additional conference will be held on: \_\_\_\_\_ (optional).*

\_\_\_\_\_ *In addition, the following orders are entered:*

IT IS SO ORDERED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Judge/Commissioner