

PRETRIAL CONFERENCES

11. Pretrial Conference on Complaint Re: [Caption of Adversary], Adversary Pro. No. _____

Related Documents:

Adversary Complaint of _____
[Docket No. _____]

Response/Answer Deadline:

Response(s) Received:

Scheduling Order:

Status: (Practice Note For Bar – state whether first pre-trial conference; whether parties are discussing settlement; discovery ongoing; need for mediation; need for settlement conference, etc.)

CONTESTED MATTERS

18. Title of Motion [Document no.]

Response Deadline:

Response(s) Received:

Related Documents:

Status: (The matter is going forward, Practice Note for Bar: If the parties are still negotiating please also state this development for the court)

CONTESTED MATTER – EVIDENTIARY HEARING REQUIRED

23. Title of Motion [Document no.]

Response Deadline:

Response(s) Received:

Related Documents:

Status: (Practice Note For Bar – state number of witnesses to testify and estimated time needed)

FEE APPLICATIONS

Title of Fee Application [Document no.]

Response Deadline:

Response(s) Received:

Related Documents:

Status

Date:

Signature

IMPORTANT NOTES TO NOTICE OF AGENDA

*Number agenda matters consecutively. Therefore, do not start with number 1 at each new section.

*Include docket numbers for any pleadings referenced on Notice of Agenda.

*List response(s)/objection(s) in order they appear on the docket.

*Amended Notices of Agenda should have new material in **bold** only. There is no need to italicize, underline, or blackline. DO NOT REARRANGE the numbering of the Notice of Agenda when and if submitting an amended Notice of Agenda.

*Double check the updated docket before filing a Notice of Agenda to be sure you have included all docket numbers on pleadings listed. If for some reason a pleading is not docketed please note TBD and state date when pleading filed with the court.