


INSTRUCTIONS

The following Proposed Scheduling Order is an Adobe Acrobat Fill-In Form, prepared in Adobe Acrobat 7.0. While we strongly prefer the Proposed Scheduling Order be submitted electronically in a word processing format, we will accept a Portable Document Format (PDF) electronic file.

You may open the form in Acrobat Reader or Adobe Acrobat full version, and fill in the form fields electronically. Obtain Acrobat Reader free at <http://www.adobe.com/products/acrobat/readstep2.html>.

To fill out the form in Acrobat Reader or Adobe Acrobat full version:

Place your cursor above the word “Plaintiff.” The cursor should change to an I-Beam. 

Enter your text and tab from field to field to enter more text.

If you are using Acrobat Reader, print your document with the text additions you have made using your PDF creation program to create a PDF electronic file.

If you are using Adobe Acrobat [Standard](#) or [Professional](#) version or a similar product, you may SAVE AS to retain your edits and create a PDF electronic file.

If you produce an electronic file of the Proposed Scheduling order, email it to ipt@utd.courts.gov at the same time you file your Attorneys' Planning Meeting Report with the court.

If you produce a paper version of the Proposed Scheduling Order, send it to chambers at the same time you file your Attorneys' Planning Meeting Report.

Information about civil scheduling is available at <http://www.utd.uscourts.gov/documents/ipt.html>

IN THE UNITED STATES DISTRICT COURT

FOR THE DISTRICT OF UTAH CENTRAL/NORTHERN DIVISION

_____, Plaintiff, v. _____, Defendant.	SCHEDULING ORDER AND ORDER VACATING HEARING Case No.: _____ District Judge _____ Magistrate Judge _____
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Pursuant to Fed.R. Civ P. 16(b), the Magistrate Judge¹ received the Attorneys' Planning Report filed by counsel. The following matters are scheduled. The times and deadlines set forth herein may not be modified without the approval of the Court and on a showing of good cause.

IT IS ORDERED that the Initial Pretrial Hearing set for _____, at _____ is VACATED.

****ALL TIMES 4:30 PM UNLESS INDICATED****

1.	PRELIMINARY MATTERS	DATE
	Nature of claims and any affirmative defenses:	
a.	Was Rule 26(f)(1) Conference held?	_____
b.	Has Attorney Planning Meeting Form been submitted?	_____
c.	Was 26(a)(1) initial disclosure completed?	_____
2.	DISCOVERY LIMITATIONS	NUMBER
a.	Maximum Number of Depositions by Plaintiff(s)	_____
b.	Maximum Number of Depositions by Defendant(s)	_____
c.	Maximum Number of Hours for Each Deposition (unless extended by agreement of parties)	_____
d.	Maximum Interrogatories by any Party to any Party	_____

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|-----------|---|-------------|
| e. | Maximum requests for admissions by any Party to any Party | _____ |
| f. | Maximum requests for production by any Party to any Party | _____ |
| 3. | AMENDMENT OF PLEADINGS/ADDING PARTIES² | DATE |
| a. | Last Day to File Motion to Amend Pleadings | _____ |
| b. | Last Day to File Motion to Add Parties | _____ |
| 4. | RULE 26(a)(2) REPORTS FROM EXPERTS³ | DATE |
| a. | Plaintiff | _____ |
| b. | Defendant | _____ |
| c. | Counter reports | _____ |
| 5. | OTHER DEADLINES | DATE |
| a. | Discovery to be completed by: | |
| | Fact discovery | _____ |
| | Expert discovery | _____ |
| b. | <i>(optional)</i> Final date for supplementation of disclosures and discovery under Rule 26 (e) | _____ |
| c. | Deadline for filing dispositive or potentially dispositive motions | _____ |
| 6. | SETTLEMENT/ALTERNATIVE DISPUTE RESOLUTION | DATE |
| a. | Referral to Court-Annexed Mediation: | _____ |
| b. | Referral to Court-Annexed Arbitration | _____ |
| c. | Evaluate case for Settlement/ADR on | _____ |
| d. | Settlement probability: | |

*Specify # of days for Bench or Jury trial as appropriate.
Shaded areas will be completed by the court.*

7.	TRIAL AND PREPARATION FOR TRIAL	TIME	DATE
a.	Rule 26(a)(3) Pretrial Disclosures ⁴		
	Plaintiff		_____
	Defendant		_____
b.	Objections to Rule 26(a)(3) Disclosures (if different than 14 days provided in Rule)		_____
c.	Special Attorney Conference ⁵ on or before		_____
d.	Settlement Conference ⁶ on or before		_____
e.	Final Pretrial Conference	__:___.m.	_____
f.	Trial	<u>Length</u>	
	i. Bench Trial	__:___.m.	_____
	ii. Jury Trial	__:___.m.	_____

8. OTHER MATTERS

Counsel should contact chambers staff of the District Judge regarding Daubert and Markman motions to determine the desired process for filing and hearing of such motions. All such motions, including Motions in Limine should be filed well in advance of the Final Pre Trial. Unless otherwise directed by the court, any challenge to the qualifications of an expert or the reliability of expert testimony under Daubert must be raised by written motion before the final pre-trial conference.

Dated this _____ date of _____, 20__.

BY THE COURT:

U.S. Magistrate Judge

¹ The Magistrate Judge completed Initial Pretrial Scheduling under DUCivR 16-1(b) and DUCivR 72-2(a)(5). The name of the Magistrate Judge who completed this order should NOT appear on the caption of future pleadings, unless the case is separately referred to that Magistrate Judge. A separate order may refer this case to a Magistrate Judge under DUCivR 72-2 (b) and 28 USC 636 (b)(1)(A) or DUCivR 72-2 (c) and 28 USC 636 (b)(1)(B). The name of any Magistrate Judge to whom the matter is referred under DUCivR 72-2 (b) or (c) should appear on the caption as required under DUCivR10-1(a).

² Counsel must still comply with the requirements of Fed. R. Civ. P. 15(a).

³ A party shall disclose the identity of each testifying expert and the subject of each such expert's testimony at least 60 days before the deadline for expert reports from that party. This disclosure shall be made even if the testifying expert is an employee from whom a report is not required.

⁴ Any demonstrative exhibits or animations must be disclosed and exchanged with the 26(a)(3) disclosures.

⁵ The Special Attorneys Conference does not involve the Court. Counsel will agree on voir dire questions, jury instructions, a pre-trial order and discuss the presentation of the case. Witnesses will be scheduled to avoid gaps and disruptions. Exhibits will be marked in a way that does not result in duplication of documents. Any special equipment or courtroom arrangement requirements will be included in the pre-trial order.

⁶ The Settlement Conference does not involve the Court unless a separate order is entered. Counsel must ensure that a person or representative with full settlement authority or otherwise authorized to make decisions regarding settlement is available in person or by telephone during the Settlement Conference.