Cause No. _____

_____	§	**IN DISTRICT COURT**
	§	
_____	§	**505th JUDICIAL DISTRICT**
	§	
_____	§	**FORT BEND COUNTY, TEXAS**

SCHEDULING ORDER

This order applies to parties appearing pro se as well as those represented by counsel.

The following deadlines shall apply to this case except as expressly permitted herein by Rule 11.

1. _____BENCH / JURY (CIRCLE ONE) TRIAL IS SET FOR THIS DATE.

9:30 AM This case will be ready for trial on the date indicated. Any subsequent continuance of the trial setting will **not** alter any deadlines established in this Order or established by the Texas Rules of Civil Procedure, unless specifically provided by Order after a Motion showing good cause. FAILURE TO APPEAR WILL RESULT IN DISMISSAL FOR WANT OF PROSECUTION AND/OR ENTRY OF A DEFAULT ORDER.

The expected length of trial is_____days, including one day for jury selection if applicable. *(One day = 6 hours, not including breaks)*

***Time will be split evenly between the parties unless otherwise agreed.**

2. _____ DEADLINE FOR DISPOSITIVE MOTIONS.

(30 days before trial)

All dispositive motions (summary judgment, plea to the jurisdiction, etc.) must be filed and heard prior to this date or they are waived.

3. _____PRE-TRIAL CONFERENCE.

1:30 PM Lead counsel and pro se parties shall appear in person to discuss all aspects of trial on this date. All pre-trial motions (Motions in Limine, etc.) and expert challenges shall be filed **10 days** before the formal pretrial conference and will be heard at the formal pretrial conference. **The Court will not hear pretrial motions on the day of jury selection without prior leave of the Court.** FAILURE TO APPEAR AT THE PRETRIAL CONFERENCE MAY RESULT IN DISMISSAL FOR WANT OF PROSECUTION. FAILURE TO COMPLY WITH PRETRIAL REQUIREMENTS MAY RESULT IN THE CASE BEING REMOVED FROM THE TRIAL CALENDAR OR DISMISSAL FOR WANT OF PROSECUTION.

Each party must produce the following at the pretrial conference:

a.) **CONCISE TRIAL SUMMARY**. State each separate cause of action and/or defense. Please be as brief and concise as possible. This summary is intended

to be an aid for the Judge and should be limited to one page if possible. No formal headings or styles are required. Reference to case law and statute may be included. The trial summary must be submitted to the Court Coordinator at Angella.Powers@fortbendcountytx.gov (and served upon all other parties) prior to the formal pretrial conference.

b.) **WITNESS LISTS.** Witness Lists must be exchanged and served upon all other parties **10 days** before the formal pretrial conference. (Parties reserve the right to call rebuttal witnesses.)

c.) **EXHIBITS**. Exhibits and Exhibit Lists must be exchanged **10 days** before the formal pretrial conference. Failure to comply may result in exhibit exclusion. Exhibits must be pre-marked for identification. Be prepared to discuss stipulations as to the authenticity and admissibility of exhibits at the pretrial conference. Exhibit Lists should also be filed or submitted to 505Exhibits@fortbendcountytx.gov **Time spent discussing Exhibit admissibility at trial will be deducted from the time allotted for trial.**

d.) **PROPOSED JURY CHARGES**. (*If applicable*) Proposed jury charges must be submitted **10 days** before the formal pretrial conference in Microsoft Word format to the Court Coordinator at Angella.Powers@fortbendcountytx.gov (and served upon all other parties) in exactly the same form as it would be presented to the jury. However, please cite your authority or source at the end of each question or instruction. The proposed charge should follow the current edition of the TEXAS RULES OF CIVIL PROCEDURE and the applicable TEXAS PATTERN JURY CHARGES.

4. _____ MEDIATION.
(This date must be prior to the Pretrial Conference.)
Mediation is required in all cases unless waived by the Court upon a finding of good cause. The parties, attorneys and any person with settlement authority shall attend mediation by this date. **Failure to comply with the mediation requirement may result in sanctions, removal from the trial docket, and/or dismissal**.

5._____ AMENDING PLEADINGS.
All amendments and supplements to pleadings must be filed by this date unless modified by Rule 11 agreement. This order does not preclude prompt filing of pleadings directly responsive to any timely filed pleadings.

6._____ SWORN INVENTORY AND PROPOSED PROPERTY DIVISION.
(This date must be prior to mediation.)
In contested divorce cases, each party shall serve the other party with a sworn inventory setting forth a description and value of all property (real or personal, community and separate) owned or claimed by the parties, a list of all debts (stating the creditor and amount) owed by the parties, **and** a proposed division of all property and debts.

7._____ PROPOSED PARENTING PLAN.
(This date must be prior to mediation.)

In contested conservatorship cases, each party shall serve the other party with a proposed parenting plan that includes the provisions in Family Code §153.601(4).

8. DISCOVERY DEADLINE AND LIMITATIONS.

The Discovery Period shall run per the TEXAS RULES OF CIVIL PROCEDURE. Parties must serve discovery in enough time to allow for a timely response to be served by the other party. Incomplete discovery will not delay the trial date.

9. DESIGNATION OF EXPERTS.

Any expert not properly designated will not be permitted to testify. All designations shall be per the TEXAS RULES OF CIVIL PROCEDURE unless otherwise agreed by Rule 11.

10. CHILD CUSTODY EVALUATION.

A child custody evaluation must be ordered pursuant to the agreement of all parties, or if any party does not agree to the evaluation, after notice and hearing, **within 30 days from the date of this order;** otherwise, such evaluation is waived by the parties.

11. PARENT EDUCATION AND FAMILY STABILIZATION.

If this is a contested case with children, all parties shall attend an approved parent education and family stabilization course **within 30 days from the date of this order**. The Court will review certificates of completion at the pretrial conference.

***For **LEVEL 3 DISCOVERY CONTROL PLANS ONLY**, please complete the following:

1. The deadline for filing amended pleadings is _____

2. The deadline for filing special exceptions to pleadings is _____

3. All discovery shall be completed by _____

4. Limits for depositions: _____

5. Limits on interrogatories and requests for production: _____

6. Designations of Experts: the party seeking affirmative relief on an issue shall provide a designation of its testifying experts by _____; the party not seeking affirmative relief on an issue shall provide a designation of its testifying experts by _____

7. Other terms: _____

If the case is not reached for trial on the trial date, a new trial date will be set by the Court. In that event**, these deadlines will NOT be extended without approval by the Court and entry of a new scheduling order.** The attorneys or parties signing below are responsible for providing a copy of this Order to all parties joined and/or attorneys that enter appearance after this date.

SO ORDERED on_____, 20_____.

_____

JUDGE PRESIDING

AGREED AND/OR ACKNOWLEDGED:

_____	_____
Attorney for Plaintiff / Petitioner	Plaintiff / Petitioner
Email:_____	Email (if *Pro Se*): _____
_____	_____
Attorney for Defendant / Respondent	Defendant / Respondent
Email:_____	Email (if *Pro Se*): _____
_____	_____
Attorney for_____	Party: _____
Email:_____	Email (if *Pro Se*): _____

***If you cannot get an opposing counsel or party to sign this order, a Motion to Enter your proposed Scheduling Order should be set on the submission docket.**