

**IN THE UNITED STATES DISTRICT COURT
FOR THE EASTERN DISTRICT OF TEXAS
TYLER DIVISION**

	§	
	§	
Plaintiff	§	
	§	
vs.	§	CASE NO.
	§	
	§	
Defendant	§	

**NOTICE OF SCHEDULING CONFERENCE, PROPOSED DISCOVERY ORDER, AND
PROPOSED DATES FOR DOCKET CONTROL ORDER**

The Court, *sua sponte*, issues this Notice of Scheduling Conference, Proposed Discovery Order and Proposed Dates for Docket Control Order.

NOTICE OF SCHEDULING CONFERENCE

Pursuant to Fed. R. Civ. P. 16 and Local Rule CV-16, the Scheduling Conference in **this case is set for _____ 2011 at _____ .m. at the United States District Court, 211 West Ferguson, 2nd Floor, Courtroom of Judge John D. Love, Tyler, Texas.** The parties are directed to meet and confer in accordance with Fed. R. Civ. P. 26(f) no later than fourteen (14) days before the conference. The parties are excused from the requirement of filing a written proposed discovery plan in this case.

PROPOSED DISCOVERY AND DOCKET CONTROL ORDERS

In Appendices A and B, the Court has set forth discovery guidelines and the dates for the dispositive motion deadline, pretrial conference, jury selection, and trial, respectively. As to the Docket Control Order, prior to the Scheduling Conference, the parties are to confer as to all interim dates. The parties are to then fill in the remaining dates of the Docket Control Order according to the descriptions given in the form. The parties may modify these dates, but only to the extent the modifications do not affect the dispositive motion or trial dates. Likewise, the parties may modify provisions in the Discovery Order by agreement. **The parties are to file the following with the Court no fewer than three (3) days before the Scheduling Conference:**

- (1) a Docket Control Order;
- (2) a Discovery Order;
- (3) a mediator (name, address and phone number);
- (4) a deadline by which to complete mediation; and
- (5) an estimated length of trial.

The Court does not require the parties to attend the Scheduling Conference if the parties submit the above information at least three (3) days before the conference date. **IF THE PARTIES FAIL TO FILE THE**

INFORMATION WITH THE COURT THREE DAYS BEFORE THE CONFERENCE DATE, THE PARTIES MUST ATTEND THE SCHEDULING CONFERENCE ON THE DATE SET FORTH ABOVE.

APPENDIX A
PROPOSED
DISCOVERY ORDER

After a review of the pleaded claims and defenses in this action and in furtherance of the management of the Court's docket under Fed. R. Civ. P. 16, the Court enters the following **DISCOVERY ORDER**:

1. **Disclosures.** Within thirty (30) days after the Scheduling Conference and without awaiting a discovery request, each party shall disclose to every other party the following information:
 - A. the correct names of the parties to the lawsuit;
 - B. the name, address, and telephone number of any potential parties;
 - C. the legal theories and, in general, the factual bases of the disclosing party's claims or defenses (the disclosing party need not marshal all evidence that may be offered at trial);
 - D. the name, address, and telephone number of persons having knowledge of relevant facts, a brief statement of each identified person's connection with the case, and a brief, fair summary of the substance of the information known by such person;
 - E. any indemnity and insuring agreements under which any person or entity may be liable to satisfy part or all of a judgment entered in this action or to indemnify or reimburse for payments made to satisfy the judgment;
 - F. any settlement agreements relevant to the subject matter of this action;
 - G. any statement of any party to the litigation;

2. **Additional Disclosures.** Within forty-five (45) days after the Scheduling Conference and without awaiting a discovery request, each party shall provide to every other party the following information:
 - A. a copy of all documents, data compilations, and tangible things in the possession, custody, or control of the party that are relevant to the pleaded claims or defenses involved in this action. By written agreement of all parties, alternative forms of disclosure may be provided in lieu of paper copies. For example, the parties may agree to exchange images of documents electronically or by means of computer disk; or the parties may agree to review and copy disclosure materials at the offices of the attorneys representing the parties instead of requiring each side to furnish paper copies of the disclosure materials;
 - B. a complete computation of any category of damages claimed by any party to the action, making available for inspection and copying (See Local Rule CV-34), the documents or other evidentiary material on which such computation is based, including materials bearing on the nature and extent of injuries suffered; and
 - C. those documents and authorizations described in Local Rule CV-34.

3. **Testifying Experts.** Each side is limited to two testifying expert witnesses. By the date provided in

the Docket Control Order, each party shall disclose to the other party or parties:

- A. The expert's name, address, and telephone number;
- B. The subject matter on which the expert will testify;
- C. A report as required by Federal Rule of Civil Procedure 26(a)(2)(B);
- D. If the expert is not retained by, employed by, or otherwise subject to the control of the disclosing party, documents reflecting the general substance of the expert's mental impressions and opinions;
- E. If the expert is retained by, employed by, or otherwise subject to the control of the disclosing party:
 - (1) all documents, tangible things, reports, models, or data compilations that have been provided to, reviewed by, or prepared by or for the expert in anticipation of the expert's testimony; and
 - (2) the expert's current resume and bibliography;
 - (3) The parties shall be excused from furnishing an expert report of treating physicians unless reasonably requested to do so by another party.

- 4. **Discovery Limitations.** Discovery is limited in this cause to the disclosures described in Paragraphs 1 - 3 together with 25 interrogatories, 25 requests for admissions, the depositions of the parties, depositions on written questions of custodians of business records for third parties, depositions of two fact witnesses and two expert witnesses per side or the parties may agree to a number of hours of depositions. "Side" means a party or a group of parties with a common interest.
- 5. **Privileged Information.** There is no duty to disclose privileged documents or information. However, the parties are directed to meet and confer concerning privileged documents or information after the Scheduling Conference. By the date provided in the Docket Control Order, the parties shall exchange privilege logs identifying the documents or information and the basis for any disputed claim of privilege in a manner that, without revealing information itself privileged or protected, will enable the other parties to assess the applicability of the privilege or protection. A party may move the Court for an order compelling the production of any privileged documents or information identified on any other party's privilege log. If such a motion is made, the party asserting privilege shall file with the Court within thirty (30) days of the filing of the motion to compel any proof in the form of declarations or affidavits to support their assertions of privilege, along with the documents over which privilege is asserted for *in camera* inspection. If the parties have no disputes concerning privileged documents or information, then the parties shall inform the Court of that fact by the date provided in the Docket Control Order.
- 6. **Pre-trial Disclosures.** By the date provided in the Docket Control Order, each party shall provide to every other party the following disclosures regarding the evidence that the disclosing party intends to present at trial:

- A. The name and, if not previously provided, the address and telephone number, of each witness, separately identifying those whom the party expects to present at trial and those whom the party may call if the need arises.
- B. The designation of those witnesses whose testimony is expected to be presented by means of a deposition and, if not taken stenographically, a transcript of the pertinent portions of the deposition testimony.
- C. An appropriate identification of each document or other exhibit, including summaries of other evidence, separately identifying those which the party expects to offer and those which the party may offer if the need arises.

By the date provided in the Docket Control Order, a party may serve and file a list disclosing (1) any objections to the use under Rule 32(a) of a deposition designated by another party under subparagraph (b) above; and (2) any objections, together with the grounds therefor, that may be made to the admissibility of materials identified under subparagraph (c), above. Objections not so disclosed, other than objections under Rules 402 and 403 of the Federal Rules of Evidence, shall be deemed waived unless excused by the Court for good cause shown.

- 7. **Signature.** The disclosures required by this order shall be made in writing and signed by the party or counsel and shall constitute a certification that, to the best of the signer's knowledge, information and belief, such disclosure is complete and correct as of the time it is made.
- 8. **Notification of the Court.** The parties shall promptly file a notice with the Court that the disclosures required under this order have taken place.
- 9. **Duty to Supplement.** After disclosure is made pursuant to this order, each party is under a duty to supplement or correct its disclosures immediately if the party obtains information on the basis of which it knows that the information disclosed was either incomplete or incorrect when made, or is no longer complete or true.
- 10. **Protective Orders.** A party may request that the Court issue the Court's Standard Protective Order. However, a party may propose the issuance of or move to modify the terms of the Protective Order for good cause. The Court authorizes the parties to file any document that is subject to a protective order under seal.
- 11. **No Excuses.** A party is not excused from the requirements of this Discovery Order because it has not fully completed its investigation of the case, or because it challenges the sufficiency of another party's disclosures, or because another party has not made its disclosures. Absent court order to the contrary, a party is not excused from disclosure because there are pending motions to dismiss, to remand or to change venue. Parties asserting the defense of qualified immunity may submit a motion to limit disclosure to those materials necessary to decide the issue of qualified immunity.

12. **E-Filing.** Except for good cause shown or as provided in the Local Rules, **all documents (with exception of those documents referenced in the local rules) in cases pending in this Court shall be filed electronically.** This includes notices of disclosure, notices of no privilege issues, proposed orders, and mediator’s reports. The file in each case is maintained electronically. Neither the clerks office nor the Court will maintain a paper file except as provided in the local rules.

When filing electronically, the Court prefers:

- (i) that documents be published to PDF and then filed with the Court rather than filing scanned documents;
 - (ii) that proposed orders, (i.e., discovery orders, docket control orders, and protective orders) be included as attachments to motions filed rather than incorporated within the body of the filed motion;
 - (iii) that proposed orders NOT contain an “it is so ordered” designation, signature line or date line since this information is contained in the Judge’s electronic signature stamp and
 - (v) that proposed orders NOT contain the word, “Proposed” in the title of the document.
13. **Hearing Notebooks.** With the exception of dispositive motions, hearing notebooks are no longer required. However, the Court may request hearing notebooks in specific instances, in which case the movant is to provide the Court with two copies of a hearing notebook containing the motion, any response, any reply and any surreply with the corresponding docket numbers on each and all pleadings and exhibits appropriately tabbed.
14. **Requests for Production.** Because documents relevant to any claim or defense are to be produced pursuant to paragraphs one and two of this order, requests for production are unnecessary. However, should a party believe that certain relevant documents have not been produced, that party may request said documents by letter. The Court will entertain a motion to compel documents without the necessity of a movant propounding formal requests for production.

APPENDIX B

**(PROPOSED DEADLINES FOR DOCKET CONTROL ORDER TO BE DISCUSSED
AT THE SCHEDULING CONFERENCE)**

DOCKET CONTROL ORDER

It is hereby **ORDERED** that the following schedule of deadlines is in effect until further order of this Court:

<p>Approximately 7 months from Scheduling Conference date</p> <p>1st Monday of the second full week of the month</p> <p>Court designated date – not flexible without good cause - Motion Required</p>	<p>9:00 a.m. JURY TRIAL on _____ at the United States District Court, 211 W. Ferguson, Tyler, Texas 75702.</p> <p>EXHIBITS & EXHIBIT LISTS: Each party is requested to provide the Court with an original and two courtesy copies of exhibits and exhibit lists. The Court’s preferred format for Exhibit Lists is available on the Court’s website at www.txed.uscourts.gov under “Judges’ Orders & Information.”</p> <p>If exhibits are voluminous, provide only specific pages that pertain to the issues on the two courtesy copies. The original exhibits that are agreed upon by the parties, should be ready to be tendered to the Clerk of the Court at the beginning of trial. Other exhibits that are admitted during trial should be tendered to the Clerk of the Court immediately after admission.</p> <p>The parties are further requested to have all exhibits labeled with the following information on each label: Designation of Plaintiff’s or Defendant’s Exhibit Number and Case Number. For example:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Plaintiff’s Exhibit</p> <p>Exhibit No. _____</p> <p>Case No. _____</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Defendant’s Exhibit</p> <p>Exhibit No. _____</p> <p>Case No. _____</p> </div> </div>
<p>1st Monday of month</p> <p>Court designated date – not flexible without good cause - Motion Required</p>	<p>9:00 a.m. JURY SELECTION on _____ at the United States District Court, 211 W. Ferguson, Tyler, Texas 75702.</p>

<p>3rd Thurs prior month</p> <p>Court designated date – not flexible without good cause - Motion Required</p>	<p>9:00 a.m. PRETRIAL CONFERENCE on _____ at the United States District Court, 211 W. Ferguson, 2nd Floor, Courtroom of Judge John D. Love, Tyler, Texas.</p>
<p>2 days before pretrial</p>	<p>Parties to file estimates of the amount of time they request at jury selection and trial for (1) voir dire, (2) opening statements, (3) direct and cross examinations, and (4) closing arguments.</p>
<p>3 days before pretrial</p>	<p>Motions in Limine due. The parties are directed to confer and advise the Court on or before 3:00 o'clock p.m. the day before the pre-trial conference which paragraphs are agreed to and those that need to be addressed at the pre-trial conference.</p>
<p>8 days before pretrial</p>	<p>Pretrial Objections to Pretrial Disclosures due.</p>
<p>13 days before pretrial</p>	<p>Objections to Rebuttal Deposition Testimony due.</p>
<p>18 days before pretrial</p>	<p>Rebuttal Designations and Objections to Deposition Testimony due. For rebuttal designations, cross-examination line and page numbers to be included.</p>
<p>48 days before pretrial</p>	<p>Pretrial Disclosures due. Each party shall provide to every other party the following disclosures regarding the evidence that the disclosing party intends to present at trial:</p>
	<p>(a) The name and, if not previously provided, the address and telephone number, of each witness, separately identifying those whom the party expects to present at trial and those whom the party may call if the need arises.</p>
	<p>(b) The designation of those witnesses whose testimony is expected to be presented by means of a deposition and, if not taken stenographically, a transcript of the pertinent portions of the deposition testimony.</p>
	<p>(c) An appropriate identification of each document or other exhibit, including summaries of other evidence, separately identifying those which the party expects to offer and those which the party may offer if the need arises.</p>

Same as above	Video and Stenographic Deposition Designation due. Each party who proposes to offer deposition testimony shall file a disclosure identifying the line and page numbers to be offered. In video depositions, each party is responsible for preparation of the final edited video in accordance with their parties' designations and the Court's rulings on objections.
61 days before pretrial Court designated date – not flexible without good cause - Motion Required	Response to Dispositive Motions (including <i>Daubert</i> motions). Responses to dispositive motions filed prior to the dispositive motion deadline, including <i>Daubert</i> Motions, shall be due in accordance with Local Rule CV-7(e).
Same as above	Joint Pretrial Order, Joint Proposed Jury Instructions with citation to authority, and Form of the Verdict for jury trials. Proposed Findings of Fact and Conclusions of Law with citation to authority for bench trials. Notice of Request for Daily Transcript or Real Time Reporting of Court Proceedings. If a daily transcript or real time reporting of court proceedings is requested for trial or hearings, the party or parties making said request shall file a notice with the Court.
71 days before pretrial	Parties to Identify Rebuttal Trial Witnesses.
78 days before pretrial (note: parties need at least 17 days to respond to dispositive motions) Court designated date – not flexible without good cause - Motion Required	Dispositive Motions due from all parties and any other motions that may require a hearing (including <i>Daubert</i> motions); Motions for Summary Judgment shall comply with Local Rule CV56.
85 days before pretrial	Respond to amended pleadings.
93 days before pretrial	Amend Pleadings.
93 days before pretrial	Parties to Identify Trial Witnesses.

108 days before pretrial	Discovery Deadline.
128 days before pretrial	Parties designate responsive expert witnesses. Expert witness reports due. Refer to Local Rules and Discovery Order for required information.
138 days before pretrial	Parties with burden of proof designate expert witnesses. Expert Witness reports due. Refer to Local Rules and Discovery Order for required information.
168 days before pretrial	Privilege Logs to be exchanged by parties (or a letter to the Court stating that there are no disputes as to claims of privileged documents).
	<i>Mediation. The Court refers most cases to mediation. The parties should discuss proposed mediators and timing of mediation prior to the Scheduling Conference and be prepared with a recommendation for the Court.</i>
To be discussed	Mediation to be completed. _____ is appointed as mediator in this cause. The mediator shall be deemed to have agreed to the terms of Court Ordered Mediation Plan of the United States District Court of the Eastern District of Texas by going forth with the mediation in accordance with this order. General Order 99-2.
To be discussed	Length of Trial

In the event that any of these dates fall on a weekend or Court holiday, the deadline is modified to be the next Court business day.

The parties are directed to Local Rule CV-7(d), which provides in part that “[i]n the event a party fails to oppose a motion in the manner prescribed herein the Court will assume that the party has no opposition.” Local Rule CV-7(e) provides that a party opposing a motion has **17 days** in which to serve and file supporting documents and briefs after which the Court will consider the submitted motion for decision.

OTHER LIMITATIONS

- (a) All depositions to be read into evidence as part of the parties’ case-in-chief shall be **EDITED** so as to exclude all unnecessary, repetitious, and irrelevant testimony; **ONLY** those portions which are relevant to the issues in controversy shall be read into evidence.
- (b) The Court will refuse to entertain any motion to compel discovery filed after the date of this Order unless the movant advises the Court within the body of the motion that counsel for the parties have first conferred in a good faith attempt to resolve the matter. See Eastern District of Texas Local Rule CV-7(h).

- (c) The following excuses will not warrant a continuance nor justify a failure to comply with the discovery deadline:
 - (i) The fact that there are motions for summary judgment or motions to dismiss pending;
 - (ii) The fact that one or more of the attorneys is set for trial in another court on the same day, unless the other setting was made prior to the date of this order or was made as a special provision for the parties in the other case;
 - (iii) The failure to complete discovery prior to trial, unless the parties can demonstrate that it was impossible to complete discovery despite their good faith effort to do so.