

### **Rule 317. Issue Conference/Case Management Conference**

An issue conference ~~will be~~ is required in all cases at least 10 days prior to the date set for trial, at which time the parties are to meet and confer and execute necessary documents as listed below. Plaintiff or petitioner must arrange the issue conference at a mutually agreeable time and location.

At the issue conference the parties must:

- A. Exchange exhibits and inspect photos and diagrams (to be submitted on the date of trial), excluding those contemplated to be used for impeachment or rebuttal.
- B. Stipulate to all facts amenable to stipulation.
- C. Prepare a Joint Statement of the Case (Jury Trials only).
- D. Prepare a Joint Witness List, excluding impeachment or rebuttal witnesses.
- E. Prepare a Joint List of Controverted Issues. If all the parties fail to agree ~~to~~ that an issue ~~as controverted or~~ is uncontroverted, then the issue is controverted.
- F. Exchange all motions in limine.
- G. Prepare voir dire questions for the court to include in its voir dire (Jury Trials only).
- H. Execute a Statement of Compliance.

The parties must prepare courtesy copies for the Court of all trial briefs, exhibits, and voir dire questions. Trial exhibits (those which are or can be reduced to paper copies) must be contained in a separate notebook, together with an Exhibit List with columns for indicating whether the exhibits have been marked and entered.

Parties who file motions in limine are responsible for providing courtesy copies for the Court of all filings generated by their motions in limine. These courtesy copies should be contained in three-ring binders with tables of contents and separately numbered tabs for each motion and all papers related to that motion, including opposition and reply papers.

The Plaintiff or Petitioner is responsible for providing courtesy copies of the Joint Statement of the Case, the Joint Witness List, and the Joint List of Controverted issues.

The above items, including the courtesy copies referenced above, and the Statement of Compliance signed by all counsel and self-represented parties, must be submitted to the courtroom clerk in the department of the judicial officer to whom the case has been assigned for trial no later than noon of the Friday before trial.

**NOTE:** Failure to conduct the issue conference as required may result in sanctions pursuant to Rule 381.

At the discretion of the assigned judicial officer, a case management conference may be scheduled in lieu of or in addition to the issue conference.

*Rule 317 revised effective July 1, 2013; (Rule 317 revised and renumbered effective July 1, 2009; revised as Rule 450 effective July 1, 1992, July 1, 1995, July 1, 1996)*