

IN THE EIGHTEENTH JUDICIAL CIRCUIT  
IN AND FOR SEMINOLE COUNTY, FLORIDA

CASE NO:

\_\_\_\_\_,  
Plaintiff(s),

v.

\_\_\_\_\_,  
Defendant(s).

\_\_\_\_\_ /

**AGREED CASE MANAGEMENT PLAN AND ORDER**  
**(GENERAL)**

According to the dictates of Administrative Order AOSC20-23 of the Florida Supreme Court and AO 24-06 Amended, Eighteenth Judicial Circuit, it is hereby stated that the parties hereby submit this agreed upon Case Management Plan for approval by the Court. All parties have signed the plan to indicate that the deadlines and projected trial date have been stipulated.

**CASE MANAGEMENT PLAN**

Projected trial date, jury or non-jury indication, and estimated length of trial <i>Should not exceed 18 months from the filing of the initial complaint</i>	Projected trial (month/day/year) _____ Jury/non-jury _____ Length of trial _____ hours/days <i>Actual trial date to be set by Trial Order</i>
Deadline for service of process	120 days from the initial filing of the complaint
Deadline for adding new parties or amendments to the pleadings	_____ days since the first response date (i.e. Answer, Notice of Appearance, Motion to Extend Time, Motion to Dismiss, etc.)
Deadline for fact witnesses and exhibit disclosure from all parties	_____ days before the projected trial date

Deadline for Disclosure of Plaintiff's expert witnesses	____ days before the projected trial date
Deadline for Disclosure of Defendant's expert witnesses	____ days before the projected trial date
Deadline for the completion of all fact AND expert discovery, including all Motions to Compel being FILED and HEARD	____ days before the projected trial date
Deadline for all objections to the pleadings and all pre-trial motions FILED and HEARD	____ days before the projected trial date
Deadline for all dispositive motions (including Daubert Motions) FILED and HEARD	____ days before the projected trial date
Deadline for mediation	____ days before the projected trial date

**We hereby certify that all parties have met and conferred regarding all proposed deadlines in the Case Management Plan and certify that all deadlines have been agreed to by the parties.**

\_\_\_\_\_  
Signature of Counsel: Plaintiff(s)/  
Pro Se Litigant

\_\_\_\_\_  
Signature of Counsel: Defendant(s)/  
Pro Se Litigant

\_\_\_\_\_  
Printed name of Counsel/Pro Se Litigant  
Florida Bar Number:  
Email address

\_\_\_\_\_  
Printed name of Counsel/Pro Se Litigant  
Florida Bar Number:  
Email Address

**ORDER APPROVING CASE MANAGEMENT PLAN**

**ORDERED** that the preceding deadlines apply to this action and that the same will be strictly applied and enforced by the Court:

- 1. COMPLIANCE WITH THIS CASE MANAGEMENT ORDER:** The parties shall strictly comply with the terms of this Case Management Plan and Order unless otherwise ordered by the Court. **FAILURE TO COMPLY WITH ALL THE REQUIREMENTS OF THIS ORDER MAY RESULT IN THE IMPOSITION OF SANCTIONS.**
- 2. ADDITIONAL EIGHTEENTH CIRCUIT AND DIVISION SPECIFIC GUIDELINES:** All counsel and unrepresented parties shall familiarize themselves and comply with the

requirements of the following: (i) Amended Administrative Order Establishing the Eighteenth Judicial Circuit Courtroom Decorum Policy (AO 09-06); and (ii) any division-specific guidelines and policies that may be applicable.

- 3. MODIFICATION OF THIS ORDER:** The parties may not, individually or by agreement, alter, extend, or waive the deadlines in this Order. The provisions in this Order may only be modified upon motion/stipulation and Court order approving the modification.
  
- 4. NOTICES/MOTIONS FOR TRIAL:** Parties may file a Motion or Notice for Trial if they are ready for trial more than 120 days before the above-projected trial date. The Plaintiff shall confer with opposing counsel/party regarding the anticipated length of the trial and file a Motion or Notice for Trial. The Plaintiff shall forward a copy of the Motion or Notice for Trial to the Case Manager at the email address noted on the Eighteenth Judicial Circuit website.
  
- 5. DISCOVERY:** All counsel and unrepresented parties shall familiarize themselves with the current edition of the Florida Handbook on Civil Discovery Practice and seek to resolve discovery issues without court intervention whenever possible.
  
- 6. SERVICE OF THIS ORDER:** Counsel is ordered to promptly serve and file proof with the Clerk, no more than five (5) business days from the date of this Order that all pro se parties, subsequently named or appearing herein, have been served copies of this Order. In the event a party is unrepresented and has not designated an email address for purposes of electronic service, counsel for Plaintiff shall be responsible for serving this Order and all future orders of the Court via a non-electronic means (U.S. mail, Federal Express or the equivalent) and shall file a Certificate of Service with the Court indicating who was served, the date of service, and the method of service (including any address or email used) within three (3) business days. If Plaintiff is unrepresented, Counsel for Defendant shall have this same obligation. If all parties are unrepresented, the Plaintiff shall provide stamped addressed envelopes to the Court with submission of this and any other proposed Order.

**DONE AND ORDERED** this DDDD in Seminole County, Florida.

JJJJ

*A true and correct copy of the foregoing was distributed to all parties by filing and service via the eportal to all attorney(s)/interested parties identified on the eportal Electronic Service List.*

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator in your county at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days. If you are hearing or voice impaired, call 711**