

IN THE DISTRICT COURT IN AND FOR TULSA COUNTY  
STATE OF OKLAHOMA

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

Case No. \_\_\_\_\_  
Civil Docket E

**SCHEDULING ORDER (NO. \_\_\_\_\_)**

This order is entered this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Counsel have discussed with the Court their respective need for adequate discovery time, complexity of legal issues to be addressed, and their case load in arriving at this agreed Scheduling Order.

Nature of claim(s) to be tried: \_\_\_\_\_  
Estimated length of trial: \_\_\_\_\_ (Trial date to be set at  
Pretrial Conference)  
Jury \_\_\_\_\_ Non-Jury \_\_\_\_\_

**IT IS ORDERED** that the following must be completed within the fixed time:

1. Joinder of additional parties to be filed only with leave of Court or written consent of opposing counsel.  
(12 O.S. § 2015)
2. All motions (except motions in limine) filed by: \_\_\_\_\_  
**Important: A courtesy copy of all motions shall be delivered to the court's clerk on the 6<sup>th</sup> floor for docketing and ruling or it will not be considered. Counsel are welcome to inquire by telephone regarding all motions over 30 days at issue (full briefed) to make sure the matter has been docketed for a ruling or hearing.**
3. A responding party may not raise a motion or cross-motion in a response brief. (Rule CV 18)
4. Medical examinations (if applicable) of \_\_\_\_\_ completed by: \_\_\_\_\_

Party requesting examination shall provide a copy of the report to all parties no later than **ten (10) days** after the examination, or by: \_\_\_\_\_

5. Discovery completed by: \_\_\_\_\_

**The Court will refuse to set or hear any discovery dispute unless counsel for the movant advises the Court in the motion that the lawyers have conferred either *in person* or by telephone with each other in good faith about the dispute but have been unable to resolve it. Correspondence is not enough to satisfy this requirement. Counsel must certify that there have been good faith efforts to reach opposing counsel before the matter will be set for hearing (Rule CV 21). The Court requires attorneys to notify the Court if a discovery dispute becomes moot.**

6. Preliminary witness and exhibit lists (including demonstrative exhibits) exchanged by: \_\_\_\_\_
7. Final witness and exhibit lists (including demonstrative exhibits) exchanged no later than **ten (10)** days prior to pretrial: \_\_\_\_\_

Failure to comply will result in exclusion of unlisted witnesses and/or exhibits at trial, absent extraordinary circumstances.

8. Pretrial Conference to be held on \_\_\_\_\_

Trial and court reporter fees must be paid by the requesting party no later than the date of Pretrial Conference. No Pretrial Order will be filed without payment of said fees. (Rule CV 24)

The Court strongly encourages mediation (either private or early settlement), but upon good faith discussion by counsel that mediation will be futile and subsequent representation to the Court, mediation may be waived.

Plaintiff must provide a proposed Pretrial Order **fifteen (15)** days prior to Pretrial Conference. Defendant must complete and return the Pretrial Order no later than **five (5)** days prior to Pretrial Conference.

All trial exhibits must be pre-marked by number. Such numbers must correlate with the numbers listed in the Pretrial Order. All documentary/photographic exhibits must be in a binder or notebook.

9. **If no Pretrial Order is on file within fourteen (14) days of the scheduled trial date, the matter will be stricken from the Court's docket and reset on the Court's next available jury week.**
10. Proposed Jury Instructions shall be filed and submitted to the minute clerk, Aubrie Frost, **no later than ten (10)** days prior to trial. Counsel shall confer with one another and submit one (1) copy of combined jury instructions and a copy/list of any disputed instructions.

A courtesy copy in Microsoft Word format shall be e-mailed to Civil Docket E minute clerk: [aubrie.frost@oscn.net](mailto:aubrie.frost@oscn.net)

11. Exhibits must be marked and pre-admitted by agreement (when possible) before trial begins.
12. Motions in Limine to be filed thirty (30) days prior to trial.

Motions filed after the deadline will not be considered. Arguments for timely Motions will usually be heard the Monday morning prior to trial, or at an earlier date upon request, **especially Daubert and more complex motions.**

13. **Non-Jury Trials:** Proposed Findings of Fact and Conclusions of Law and/or Trial Brief to be submitted (10) days after trial or by agreement on \_\_\_\_\_.
14. The parties are ordered to participate in Early Settlement or private mediation before pretrial conference.

**IT IS ORDERED** that no date set by this Court can be changed except for good cause and upon written Order of this Court prior to the date scheduled.

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Judge of the District Court

(Counsel **must** provide an email address below. By signing this Order, counsel affirm their reading of *Ethics: A View From the Bench* by Judge Michael C. Flanagan, The Oklahoma Bar Journal, Vol. 89, No. 32 – December 2018. A copy of the article can be requested electronically or physically through the Bailiff)

See: <https://www.okbar.org/barjournal/dec2018/obj8932flanagan/>

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Attorney for Plaintiff(s)

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Attorney for Defendant(s)

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Plaintiff(s) Attorney E-mail

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Defendant(s) Attorney E-mail