

**COURT OF COMMON PLEAS  
HAMILTON COUNTY, OHIO**

_____ ,	:	Case No. A00000000
	:	
<b>Plaintiff,</b>	:	<b>JUDGE JENNIFER L. BRANCH</b>
	:	
<b>v.</b>	:	
	:	
_____ ,	:	<b><u>CASE SCHEDULING ORDER</u></b>
	:	
<b>Defendant.</b>	:	
	:	

Pursuant to the Case Management Conference, the following schedule is established. **Once set, the dispositive motion briefing dates, pretrial and trial dates MAY NOT BE EXTENDED** absent a showing of diligent efforts to prepare the case, the occurrence of unexpected and unavoidable circumstances requiring the change, and proof of the moving party's consent.

A request for extension of any deadline in the case that does not impact the dispositive motion briefing, pretrial, or trial date will be routinely granted unless opposed. Any motion for extension of time must state whether any party objects. In lieu of filing a joint motion, any party may email an agreed entry to the Court Law Clerk<sup>1</sup> to change any date that does not affect the dispositive motion briefing, pretrial, or trial dates.

**INITIAL DISCLOSURE DEADLINE:** \_\_\_\_\_

**DEADLINE TO JOIN PARTIES:** \_\_\_\_\_

**DEADLINE TO AMEND PLEADINGS:** \_\_\_\_\_

**WITNESS DISCLOSURE DEADLINE:** \_\_\_\_\_

Parties are to disclose all witnesses by this date. Witnesses not disclosed by this deadline or during discovery, may be prohibited from testifying at trial.

**STATUS REPORT:** \_\_\_\_\_

This report is to update the Court on the progress of the case approximately 30 days before the discovery cut-off, including the status of settlement. If the parties jointly wish to schedule additional reports, please email the Court's Law Clerk with the reason and proposed dates.

**DISCOVERY COMPLETION DEADLINE:** \_\_\_\_\_

Discovery is to be completed by this date. Written requests are to be served in advance of this date, so the completion date is prior to this date leaving enough time to file a motion to compel

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<sup>1</sup> The Court's Law Clerk's email is [BranchLawClerk@cms.hamilton-co.org](mailto:BranchLawClerk@cms.hamilton-co.org). Ex parte communications on any matter not involving settlement conferences is prohibited. All counsel and unrepresented parties must be copied on emails to the Law Clerk.

or motion for a protective order before this deadline. Absent good cause, the Court will not consider motions related to discovery after this date. If expert reports are to be submitted, a separate deadline for Expert discovery is below. Before moving for an order relating to discovery, movant **MUST** email the Law Clerk with a request for a conference with the Court.

**EXPERT REPORTS DEADLINE:**

Primary / Plaintiff Expert Reports: \_\_\_\_\_  
Rebuttal / Defense Expert Reports: \_\_\_\_\_  
Plaintiff Rebuttal Expert Reports: \_\_\_\_\_

Experts whose reports are not produced by the deadline, will not be permitted to testify without good cause and leave of the court.

**EXPERT DISCOVERY DEADLINE:**

\_\_\_\_\_ This deadline only applies if expert reports are produced. Expert discovery and depositions are to be completed by this deadline.

**DISPOSITIVE MOTIONS DEADLINE:**

\_\_\_\_\_ If parties request oral argument on the motion and the Court agrees, a date for oral argument will be set by the Court. The moving party shall email Court’s Law Clerk when the dispositive motion is ripe for decision. Be sure to follow Local Rule 14(C)(8) when filing evidence. The Dispositive motion deadline must be at least 90 days before the Final Pretrial Conference.

**SETTLEMENT CONFERENCE:**

\_\_\_\_\_ The Court will hold a settlement conference on the above date. Each party shall privately email an ex parte settlement statement to the Court’s Law Clerk ([BranchLawClerk@cms.hamilton-co.org](mailto:BranchLawClerk@cms.hamilton-co.org)) no later than 1 week before the settlement conference. The statement shall be no more than three pages. In lieu of the Court conducting a settlement conference, the parties may stipulate settlement to the magistrate. In the alternative, the parties may jointly request a referral to the Court’s mediator at any time, but mediation shall be completed no later than two weeks prior to the scheduled pretrial conference.

**FINAL PRETRIAL CONFERENCE:**

\_\_\_\_\_ Counsel and all parties must be present at the pretrial conference. Counsel shall be prepared to discuss proposed jury instructions, stipulations, motions in limine, deposition testimony, expert witnesses, exhibits, logistics, and settlement prospects. Failure to comply with pretrial requirements may result in sanctions, dismissal of action, or default judgment.

Two weeks prior to Pretrial:

Motions in limine shall be filed and emailed to the Court’s Law Clerk two weeks prior to the pretrial conference. Responses to motions in limine are due seven (7) days later.

Jointly proposed Jury Instructions,<sup>2</sup> or trial briefs for bench trials, shall be emailed to the Court’s Law Clerk in Word format two weeks prior to the pretrial conference. Jury Instructions shall include verdict forms and any requested interrogatories.

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<sup>2</sup> If the parties disagree on a jury instruction, include each party’s version within the joint proposal with citation of authority supporting the particular instruction.

Trial exhibits lists shall have been exchanged among the parties two weeks prior to the pretrial conference, and those lists shall be included in the pretrial statement. Any exhibits that are agreed to be joint exhibits shall be identified as such in the pretrial statement.

One week prior to Pretrial:

Each party must file their Pretrial Statements and stipulations one week prior to the pretrial conference. See Local Rule 15(B)(2) for a list of the required contents of the pretrial statement.

Three days prior to Trial:

Three business days prior to the trial, each party shall provide the court with 3 copies of its exhibits (in binders, pre-marked,<sup>3</sup> each exhibit individually paginated,<sup>4</sup> and tabbed). Plaintiff is responsible for providing the court with 3 copies of the joint exhibits. If the trial is virtual, also email the Court's Law Clerk an electronic version of the exhibits that are OCR'd and easily identified in separate files or if in one file, by bookmarks.

**JURY TRIAL:**

This trial date was agreed to by all parties at the Case Management Conference and will not be changed absent a showing of diligent efforts to prepare the case, the occurrence of unexpected and unavoidable circumstances requiring the change, and proof of the moving party's consent.

**IT IS SO ORDERED.**

\_\_\_\_\_  
Jennifer L. Branch, Judge  
Hamilton County Court of Common Pleas

Date: \_\_\_\_\_

\_\_\_\_\_  
<sup>3</sup> Plaintiff shall provide the court with 3 copies of the joint exhibits. Plaintiffs' exhibits are to be marked PX\_\_ (use Arabic numbers). Defense Exhibits are to be marked DX\_\_ (use letters). Joint Exhibits are to be marked JX\_\_ (use Arabic numbers). If there are multiple parties each should use a unique exhibit identifier: Doe Ex. 1; Roe Ex. A.

<sup>4</sup> The first page of each exhibit shall start with page number 1.