

IN THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY, MARYLAND

To:

Case Name: _____

Case Number: _____

Track Number: _____

THIS CASE MUST BE TRIED BY _____

SCHEDULING ORDER

This order is your only notice of dates and required court appearances. It may not be modified except by order of court upon a showing of good cause. Stipulations between counsel are not effective to change any deadlines in this order. Failure to comply with all terms of this Order may result in the imposition of appropriate sanctions.

SHEILA R. TILLERSON ADAMS

ADMINISTRATIVE JUDGE

Date: _____

This case is assigned to Civil Track: _____

SCHEDULED EVENT: _____

TRACK 1 – TRACK 2 – TRACK 3 - TRACK 4

60 calendar days prior to pretrial, complete the following:

1. Amendments to pleadings
2. Add and serve additional parties including Uninsured/underinsured insurance carriers
3. Plaintiff's Experts, if any, identified per Maryland Rule 2-402 (g)

30 calendar days prior to pretrial complete the following:

1. All independent medical examinations
2. File dispositive motions
3. Defense Experts, if any, identified per Maryland Rule 2-402 (g)

Prior to ADR session (if ordered):

1. Complete all discovery
2. Secure resolution of any outstanding dispositive motions (per Maryland Rule 2-322 or 2-501) from the court.

The parties are encouraged, but not required to submit the controversy to non-binding arbitration, which includes mediation. Disputes over track assignment, arbitration, or any provision of this Order should be addressed to the Court by Motion to Amend Scheduling Order **and forwarded to the Civil Coordinating Judge.**

At least five (5) days prior to the pretrial, file a statement in full compliance with rule 2-504.2. Parties representing themselves are required to appear at pretrial and to file a pretrial statement in compliance with Maryland Rule 2-504.2. Parties represented by counsel, and claims representatives are not required to appear at pretrial, provided they are available by telephone, but are required to appear at ADR. Failure to comply with any of these provisions may result in a show cause hearing and imposition of sanctions. With the consent of all parties, the pretrial may be continued for not more than Sixty (60) calendar days after the scheduled date above. A Motion and Order is required for any request for a continuance that is more than Sixty (60) calendar days after the scheduled pretrial, or made without the consent of all parties.

All ADR sessions must be completed prior to trial.

Any stipulation between counsel and/or parties to alter deadlines are not effective without court approval.

Dispositive Motion Protocol

A party filing a motion to dismiss (not related to alleged discovery violations) or motion for summary judgment will write a letter to the Judge who is assigned to that motion (which is determined by the last number of the case-**the assigned Judge is listed on the court's website**), notifying the Judge that the motion has been filed and indicating whether a hearing is requested. A copy of the letter should be sent to opposing counsel, but not filed with the clerk.

The party responding to the motion to dismiss or motion for summary judgment will likewise send a similar letter to the assigned Judge. A copy of this letter should also be sent to opposing counsel, but not filed with the clerk.

Request for extensions to time to respond should be addressed to the assigned Judge by letter with order attached.

A hearing, where appropriate, will be set by the Judge not later than thirty (30) calendar days after the motion and response have been filed.

The assigned Judge for dispositive motions is determined by the last digit in the case number.

For information concerning the assigned Judge for dispositive motions or an Alphabetic List of Civil Chambers Assignments (Non-Family), visit the Prince George's County, Judicial Branch web pages at:

<http://www.princegeorgescountymd.gov/Government/JudicialBranch>

And navigate to -

- ***Circuit Court***
- ***Reports, Facts, Figures & Policies***

For a listing of Judge's telephone numbers, visit the Maryland Judiciary web page at:

<http://www.mdcourts.gov/pgeorges.html>

Copy to: Clerk of the Circuit Court
All Counsel