

## **PRE-TRIAL CONFERENCES**

When we receive an answer from a defendant(s), a pre-trial is set up. [Note: if there are multiple defendants and only one answers, a pre-trial would still be set for that defendant.]

You will receive a Pre-Trial Notice from the Court approximately three weeks in advance of the date for the pre-trial. When you receive the notice, you should immediately check your schedule to determine if there is a conflict. If you do have a conflict, you should notify the Court immediately. The Adversary Proceeding Clerk will provide you with alternative dates. The attorney should then contact the other attorney(s) to work out an agreeable date and time and the Court should be notified immediately of that agreed upon date and time. If the Court does not hear from you within one week of the date of the notice, it will assume that there is an absence of conflict and you are prepared to go forward with the pre-trial.

Because pre-trials are scheduled at half-hour intervals (on the last two Tuesdays and second to last Thursday of each month), attorneys should arrive promptly and be prepared to proceed. (It is not necessary for their clients to attend.) The pre-trial will take place in Chambers and the Judge, his Law Clerk and his Assistant will participate. Inasmuch as the Court prepares extensively for each pre-trial, the attorneys for the parties are expected to be thoroughly prepared and to focus the conversation in order to derive maximum benefit from the Court's participation. The Court will facilitate the discussion in an effort to assist counsel in focusing the controversy and clarifying the needs of the parties in moving forward with the adversary proceeding. Through this process, the Court is available to assist the parties in working through the issues, while still maximizing the use of the time it allots to each pre-trial.

One or more pre-trials will be held in an effort to achieve a settlement, define discovery needs, and resolve scheduling conflicts. If settlement is not possible and additional pre-trials would not prove meaningful, the matter will be set on the Court's Trial Calendar.