

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA

Case No. XX-cv-XXXXX-GAYLES

PARTY NAME(S),
Plaintiff(s),

v.

PARTY NAME(S),
Defendant(s).

**PROPOSED SCHEDULING ORDER SETTING
CIVIL TRIAL DATE AND PRETRIAL SCHEDULE**

THIS CAUSE is set for trial during the Court's two-week trial calendar beginning on [MM/DD/YYYY] in Courtroom 11-1 of the Wilkie D. Ferguson, Jr. United States Courthouse located at 400 North Miami Avenue, Miami, Florida 33128.¹ The Calendar Call will be held at 9:30 a.m. on Wednesday, [MM/DD/YYYY].² A telephonic Status Conference will be held at 10:00 a.m. on Wednesday, [MM/DD/YYYY].³

The parties shall adhere to the following schedule:⁴

1. Joinder of any additional parties and filing of motions to amend the complaint by [MM/DD/YYYY]
2. Written lists containing the names and addresses of all fact witnesses intended to be called at trial by [MM/DD/YYYY]

¹ Consult the attached **Appendix re Trial Calendars** for beginning dates.

In all **Expedited Track** cases (S.D. Fla. L.R. 16.1(a)(2)(A)) and all actions brought pursuant to **the Fair Labor Standards Act, Title III of the Americans with Disabilities Act, the Fair Debt Collection Practices Act, or to recover amounts due on a defaulted student loan**, the Trial *shall occur within nine months of the date Plaintiff(s) filed the action.*

In all **Standard Track** cases (S.D. Fla. L.R. 16.1(a)(2)(B)), the Trial *shall occur within twelve to eighteen months of the date Plaintiff(s) filed the action.*

² Wednesday before Trial date.

³ Three to four weeks following the parties' proposed mediation deadline. The Court may schedule an additional pretrial Status Conference pursuant to Fed. R. Civ. P. 16(a).

⁴ Additionally, in class action cases, the parties should provide proposed deadlines for class discovery and the filing of motions for class certification and/or decertification. In cases arising from administrative agency determinations and/or appeals thereof, the parties should provide a deadline for the filing of the administrative record.

3. Parties shall disclose experts, expert witness summaries, and reports as required by Fed. R. Civ. P. 26(a)(2) by [MM/DD/YYYY]
4. Exchange of rebuttal expert witness summaries and reports as required by Fed. R. Civ. P. 26(a)(2) by [MM/DD/YYYY]
5. Parties shall select a mediator pursuant to Local Rule 16.2 and shall schedule a time, date, and place for mediation by [MM/DD/YYYY]
6. Fact discovery shall be completed by [MM/DD/YYYY]
[at least five months before Trial date]
7. Expert discovery shall be completed by [MM/DD/YYYY]
[at least five months before Trial date]
8. Dispositive motions, including those regarding summary judgment and *Daubert*, shall be filed by [MM/DD/YYYY]
[at least four months before Trial date]
9. Mediation shall be completed by [MM/DD/YYYY]
[at least three months before Trial date]⁵
10. All pretrial motions and memoranda of law, including motions in limine, shall be filed by [MM/DD/YYYY]
[at least two months before Trial date]
11. Joint pretrial stipulation, proposed joint jury instructions, proposed joint verdict form, and/or proposed findings of fact and conclusions of law shall be filed by [MM/DD/YYYY]
[at least one month before Trial date]

By: [Attorney(s) for Plaintiff(s)]

[Attorney(s) for Defendant(s)]

⁵ For all actions brought pursuant to the Fair Labor Standards Act, Title III of the Americans with Disabilities Act, the Fair Debt Collection Practices Act, or to recover amounts due on a defaulted student loan, mediation *shall occur within ninety days of the Court's entry of the Scheduling Order.*

APPENDIX RE TRIAL CALENDARS

In completing the Proposed Scheduling Order, be advised that the Court's two-week trial calendars begin on the following dates:

2024

January 2	April 8	July 15	October 21
January 16	April 22	July 29	November 4
January 29	May 6	August 12	November 18
February 12	May 20	August 26	December 2
February 26	June 3	September 9	December 16
March 11	June 17	September 23	December 30
March 25	July 1	October 7	

2025

January 13	April 21	July 28	November 3
January 27	May 5	August 11	November 17
February 10	May 19	August 25	December 1
February 24	June 2	September 8	December 15
March 10	June 16	September 22	December 29
March 24	June 30	October 6	
April 7	July 14	October 20	

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_____ /

**ELECTION TO JURISDICTION BY A UNITED STATES MAGISTRATE JUDGE
FOR FINAL DISPOSITION OF MOTIONS**

In accordance with the provisions of 28 U.S.C. § 636(c), the undersigned party or parties to the above-captioned civil matter hereby voluntarily elect to have a United States Magistrate Judge decide the following motions and issue a final order or judgment with respect thereto:

- 1. **Motions to Dismiss** Yes ____ No ____
- 2. **Motions for Summary Judgment** Yes ____ No ____
- 3. **All Pretrial Motions** Yes ____ No ____
- 4. **Discovery** Yes ____ No ____
- 5. **Other (explain below)** Yes ____ No ____

By: [Attorney(s) for Plaintiff(s)]

[Attorney(s) for Defendant(s)]

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_____ /

**ELECTION TO JURISDICTION BY A
UNITED STATES MAGISTRATE JUDGE FOR TRIAL**

In accordance with the provisions of 28 U.S.C. § 636(c), the undersigned party or parties to the above-captioned civil matter hereby voluntarily elect to have a United States Magistrate Judge conduct any and all further proceedings in this case, including **TRIAL**, and entry of final judgment with respect thereto.*

By: [Attorney(s) for Plaintiff(s)]

[Attorney(s) for Defendant(s)]

* A Magistrate Judge may conduct jury trials if the underlying claims support a demand for jury. In addition, a Magistrate Judge can generally accommodate special settings.