

**VIRGINIA:**

**IN THE CIRCUIT COURT OF LOUDOUN COUNTY**

\_\_\_\_\_  
Plaintiff

v.

Case No. \_\_\_\_\_

\_\_\_\_\_  
Defendant

**Civil Pretrial Scheduling Order**

This Court has determined that a pretrial conference is necessary in this case. It is therefore **ORDERED** as follows:

1. **Date**. The pretrial conference is scheduled for \_\_\_\_\_ at \_\_\_\_\_ a.m. Each party and the attorney that will be responsible for the trial of the case shall appear absent leave of Court. A corporate designee shall appear for any corporate party.
2. **Preparation of the Conference**. Counsel and any self-represented parties are expected to be prepared to suggest procedures that will facilitate the just, speedy and inexpensive resolution of issues. This includes, but is not limited to, the issues described in this Order.

Prior to the conference, counsel and/or self-represented parties shall meet and confer in a good faith and in a meaningful way (preferably in person) to try to reach agreement with respect to the following issues that are described in this Order if applicable. The parties shall bring any necessary documents to support their positions.

3. **Attorney's Fees**. If attorney's fees are claimed, each party shall be expected to have prepared an affidavit of attorney's fees identifying the amount sought through the date of the conference. The parties also are expected to state whether reasonableness of hourly rate of attorney's fees will be an issue and whether they will agree to the admission of affidavits.
4. **Miscellaneous Issues**.
  - a. Any remaining discovery disputes that require resolution.

- b. Any pending motions that require resolution.
  - c. Any depositions that must be read including whether there are objections that require resolution.
  - d. Any issue that will require briefing.
  - e. The order of presentation of evidence on each topic, the numbering and organization of documents in binders.
  - f. Whether parties can agree on the admission of routine exhibits or alternatively agree to not challenge the authenticity of routine exhibits.
  - g. If there are expert witnesses whether the parties can agree to an order of presentation of evidence that minimizes the expense to the parties for the expert.
  - h. The allocation of time between the parties, the order of witnesses to avoid inconvenience and expense, stipulations, the proffer of evidence and agreements to avoid routine objections on evidence.
  - i. The dates of any settlement conference scheduled.
5. **Failure to Comply.** A failure to attend or comply with the provisions of this Order may result in a loss of a trial date or other sanctions as determined by the Court.

ENTERED this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
JUDGE

The Clerk shall send, without charge, a copy of this Order to all counsel of record and self-represented parties at their addresses of record.