

**RULE 6
PRE-TRIAL**

6.1 The assigned judge shall schedule pre-trial conferences.

6.2 All trial counsel, unless excused by the court, shall attend the pre-trial conference(s) with full authority and knowledge to adequately represent the client in the following matters:

- (1) Agreement on the final date for filing any pleadings or motions and any necessary responses thereto;
- (2) Establish schedule for completion of discovery;
- (3) Establish schedule of pre-trial conferences;
- (4) Establish necessity for trial memoranda and date of submission;
- (5) Determination of settlement discussions and appropriate ADR options;
- (6) Establish a trial date.

6.3 Counsel for either party may apply for a pre-trial conference at any time.

6.4 The failure of trial counsel to appear at a pre-trial conference may result in the continuance of the pre-trial and appropriate sanctions, including the costs and attorney fees of opposing litigants incurred as a result of the continuance.