

## To All Counsel:

A status conference requesting a Case Management Scheduling Order has been requested in this matter and enclosed you will find the notice setting the conference date.

Case Management Scheduling Orders are available online at [www.19thjdc.org](http://www.19thjdc.org). At the Home Page, click on **Judges**. Under **Civil Court Judges**, click on **Honorable Judge Donald Johnson**'s name which will take you to the page where you will find **Court Forms**. Select a Short or a Long Case Management Form. Attorneys may modify forms, as needed.

The short form is for simple cases and the long form for complex cases – i.e. those where it is anticipated that experts will be needed. On the long form, Item 5 is for “Final discovery cutoff”. All discovery is to be completed by the date set forth in Item 1, “Preliminary discovery cutoff”. The “Final discovery cutoff” in Item 5 is effectively an extension of the discovery deadline to accommodate matters discovered in the last week of the “Preliminary discovery” that would require follow-up depositions, etc. It is NOT to be used for additional or new discovery. All time limits set forth in the parentheses may be adjusted by consent of all parties. If any party disagrees with enlarging the time limits for any completion date, the time limits set forth in the Order MUST be utilized.

If all counsel will complete, sign and return either of the orders to me, your appearance will not be necessary. However, please call or contact the office (via email, fax, or telephone) and let the office know that this conference is no longer necessary. A pretrial conference date will automatically be assigned for sometime shortly after the date given for the completed pretrial order to be submitted to the Court so long as an original, fully executed pretrial order, signed by all counsel, is delivered to the Court.

If for some reason all counsel cannot agree on dates, you will be required to attend the scheduled conference (possibly without me), to reach an agreement on the deadlines. A pretrial conference date will thereafter be assigned, and trial dates will be scheduled at that later pretrial conference.

Very truly yours,

Judge Donald R. Johnson