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**IN THE UNITED STATES BANKRUPTCY COURT
FOR THE DISTRICT OF ARIZONA**

In re: _____ Debtor.	
_____, Plaintiff,	
vs. _____, Defendant.	

Chapter ___ Proceeding
Case No. _____

Adv. No. _____

TRIAL SCHEDULING ORDER

The Rule 16 Pre-Trial Scheduling Conference was held on _____. The trial on this proceeding is set for _____, at United States Bankruptcy Court, _____. Accordingly, IT IS HEREBY ORDERED:

Discovery

All discovery must be completed no later than _____ **days prior to trial**. This order contemplates that each party will conduct discovery in such a manner as to complete it within the

1 deadlines set. Motions for protective order will not be considered unless counsel attaches an
2 affidavit setting forth the efforts made to accomplish amicable resolution.

3 **Dispositive Motions**

4 All dispositive motions, for either partial or complete relief (including motions for
5 summary judgment), shall be filed no later than _____ **days prior to trial**. Hearings on
6 dispositive motions shall be set by contacting the Courtroom Deputy by telephone. Counsel
7 filing the motion shall be responsible for filing and serving notice of such hearing. A late-filed
8 Motion will not be cause to delay or extend the trial setting.

9 **Disclosure of Witnesses and Exhibits**

10 Unless the Court orders otherwise, no later than _____ **days prior to any trial**, the parties
11 are to exchange a list of witnesses and exhibits along with copies of all exhibits to be utilized at
12 the trial, including impeachment evidence, regardless of what additional discovery is conducted,
13 and file the list of witnesses and exhibits with the Court (but not the documents themselves). Any
14 witness and exhibits not timely disclosed will not be heard or admitted into evidence. The Court
15 requires use of electronic exhibits (pro se parties excluded). Plaintiffs shall label their exhibits as
16 letters (*e.g.*, Exhibit A, Exhibit B, and so on) and Defendants shall label their exhibits as numbers
17 (*e.g.*, Exhibit 1, Exhibit 2). A copy of the official exhibits shall be brought to the Court at the time
18 of the commencement of any trial in USB flash drive format. Unless otherwise directed, you are
19 not required to bring hard copies of the exhibits for the Court.

20 **Settlement Conference**

21 If the matter is suitable for reference to a settlement judge, a joint letter or motion to the
22 Court containing a request for settlement conference shall be submitted no later than _____
23 **days prior to trial**. Any settlement conference will not delay the trial setting.
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1 **Joint Pretrial Statement**

2 A joint pretrial statement shall be submitted **no later than ____ days before trial**. If a
3 joint pretrial statement cannot be submitted, unilateral pretrial statements, which shall include an
4 affidavit of counsel setting forth the unsuccessful efforts to obtain and complete a joint pretrial
5 statement, shall be filed at the deadline set for the filing of the joint pretrial statement. If
6 dispositive motions have been filed, then the pretrial statement(s) shall be due as indicated or 30
7 days following resolution of the motions, whichever is later. A form of joint pretrial statement is
8 attached for ease of reference.

9 **Disclosure of Experts and Expert Reports**

10 Any party wishing to retain a testifying expert must disclose the name(s) of such expert(s)
11 **no later than ____ days prior to trial**. Also, any report of the expert must be provided to
12 opposing counsel **no later than ____ days prior to trial**.

13 **Extension For Good Cause and Requests for a Pretrial Conference**

14 All of the deadlines above may be extended for good cause shown. The deadlines set forth
15 in this order may only be extended by approval of the Court. The Court will consider a request
16 for a pretrial conference to adjust the dates and procedures set forth in this order. Any request for
17 a pretrial conference must be made by motion and must set forth why the deadlines and
18 procedures in this order need to be extended or otherwise adjusted. Absent exceptional
19 circumstances, no motion for extension of trial date will be considered if filed within 5 days of
20 the trial date.

21 **Use of Declarations**

22 Unless a party objects in writing **no later than ____ days before trial**, direct testimony of
23 all or some of the witnesses may be submitted by declaration. The following procedures will
24 govern submission of testimony by declaration:
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