IN THE COUNTY COURT OF THE FIFTEENTH  
JUDICIAL CIRCUIT IN AND  
FOR PALM BEACH COUNTY, FLORIDA

COUNTY CIVIL DIVISION: "DIV"  
CASE NO.: 50-20XX-CC-000000-XXXX-MB

         Plaintiff/Petitioner  
vs.  
  
         Defendant/Respondents.  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

**ORDER IMPLEMENTING DIFFERENTIATED CASE MANAGEMENT PLAN,  
DESIGNATING CASE TO THE EXPEDITED TRACK,  
ORDER SETTING CASE MANAGEMENT CONFERENCE,  
AND DIRECTING PRETRIAL AND MEDIATION PROCEDURES  
(DCMET)**

**THIS MATTER** is a County Civil case filed in the County Court. Pursuant to Fla. R. Gen. Prac. & Jud. Admin. 2.250(a)(1)(B) and 2.545(b), and Fifteenth Judicial Circuit Administrative Order 3.110 (as amended), **Plaintiff/Petitioner is directed to serve this Order** upon each Defendant/Respondent with the initial Complaint/Petition and Summons. It is:

**ORDERED AND ADJUDGED** that this case is designated to the **EXPEDITED TRACK** for time to disposition. This case shall be resolved within **eight (8) months from the date of filing** and the following deadlines shall be observed unless all defendant(s) have been defaulted and/or dismissed. If all defendant(s) are defaulted or dismissed, then the Plaintiff shall file the appropriate documentation and upload the appropriate order(s) to move the case to final disposition within thirty (30) days from the date of default or dismissal. The deadlines and procedures set forth in this Order will be strictly enforced.

1. **SCHEDULING**

**YOU MUST APPEAR FOR A MANDATORY CASE MANAGEMENT CONFERENCE on *insert date* at *insert time* am/pm.** The parties must be ready to try the case by that date. The trial period begins the first business day of the immediately following week after the above-listed Case Management Conference, unless otherwise described in the Divisional Instructions or by court order.

The Court will conduct the Case Management Conference in person or by Zoom according to Divisional Instructions. If in person, the parties shall appear in *courtroom #, courthouse address*. All parties are instructed to review the Court's Instructions for appearance procedures (https://www.15thcircuit.com/divisions). Appearance of counsel who will try the case, and any pro-se (unrepresented) parties, is mandatory.

The anticipated number of days reserved for trial will be addressed during the Case Management Conference. Please be prepared to discuss the length of time and number of witnesses anticipated. IF YOU OR YOUR WITNESS NEEDS AN INTERPRETER TO PARTICIPATE, PLEASE BRING ONE WITH YOU.

The Parties shall be prepared to discuss any issues that must be resolved prior to trial, including but not limited to issues raised by the parties' Pretrial Stipulation; trial procedures; jury selection procedures (if applicable); jury instructions and objections (if applicable); and the need for any special equipment, courtroom facilities, or interpreters. Failure to attend the Case Management Conference may result in the issuance of an order to show cause why the case should not be dismissed without prejudice.

The following deadlines shall apply unless otherwise modified by the Court:

|  |  |  |
| --- | --- | --- |
|  | **EVENT** | **COMPLETION DATE** |
| 1. | Service of Complaint | 120 days from date of filing; Service under extension is only by court order. |
| 2. | Answer filed or default obtained | 140 days from date of filing |
| 3. | Amendment of pleadings/adding parties | 150 days from date of filing |
| 4. | Resolution of all motions/objections directed to the pleadings *(i.e. motions to dismiss or strike)* | 150 days from date of filing |
| 5. | File Witness and Expert Lists | 45 days before Case Management Conference |
| 6. | Close of discovery | 30 days before Case Management Conference |
| 7. | File Exhibit Lists | 30 days before Case Management Conference |
| 8. | File Joint Pretrial Stipulation | 10 days before Case Management Conference |
| 9. | Deadline for Mediation | 10 days before Case Management Conference |
| 10. | Deadline to hear Dispositive Motions (i.e. Motions for Summary Judgment) | 5 days before Case Management Conference |
| 11. | Deadline to hear Pretrial Motions *(i.e. Motions in Limine)* | 5 days before Case Management Conference |
| 12. | Case Management Conference/ Trial Ready Date | Case Management Conference date- 7 months from date of filing |

The Court may, at any time, modify this Order by entry of: 1) a Trial Order; 2) an Amended Case Management Order; or 3) any other Order intended to establish a modified case resolution schedule, any of which shall supersede the deadlines set forth in this Order. The Court reserves the authority to expedite the trial setting and pretrial deadlines. Any motions to continue trial or modify this Case Management Order must be set for a Differentiated Case Management (DCM) Conference pursuant to Administrative Order 3.110.

The parties must expeditiously address all motions directed to the pleadings. All motions, including motions to dismiss or strike, and any other motion preventing the matter from being at issue, shall be scheduled for hearing within **five (5) days** of filing. Failure to schedule a hearing within **five (5) days** may result in the Court ruling on the papers or deeming the motion abandoned without further notice.

Note: If the above deadlines fall on a weekend or holiday, please refer to Fla. R. Gen. Prac. & Jud. Admin. 2.514.

1. **UNIFORM PRE-TRIAL PROCEDURE**
   1. WITNESS LISTS

If not already done, each party must file and serve a list of the names and addresses of all fact witnesses to be called at trial no later than **forty-five (45) days before the Case Management Conference**.

* 1. EXPERTS

No later than **forty-five (45) days before the Case Management Conference**, all parties shall file and serve a list of the names, addresses, curricula vitae, and brief summaries of the opinions of all expert witnesses to be called at trial. A list of rebuttal experts shall be filed within **thirty-five (35) days prior to the Case Management Conference**.

* 1. EXHIBIT LISTS

No later than **thirty (30) days before the Case Management Conference**, each party shall file and serve an exhibit list. Each exhibit shall be separately numbered and identified. On the exhibit list, each party shall provide for a reasonable time, and place for the other parties to see the exhibits. Each party shall file and serve a list of all objections to an opposing party's exhibits no later than **ten (10) days before the Case Management Conference**.

* 1. DISCOVERY CUTOFF

All discovery must be completed **thirty (30) days prior to the Case Management Conference** absent exceptional circumstances. Rulings as to admission on late discovery will be made on a case by case basis.

* 1. MOTIONS

All dispositive motions, motions in limine, deposition objections and expert challenges must be filed, served and heard at least **five (5) days prior to the Case Management Conference**.

* 1. COUNSEL MEETING AND PRE-TRIAL STIPULATION

Counsel for the parties shall meet at a mutually convenient time and place no later than **twenty (20) days before the Case Management Conference** to discuss settlement, simplify the issues and stipulate to as many facts and issues as possible, and prepare a Pre-Trial Stipulation in accordance with this paragraph. This requirement for a Pre-Trial Stipulation is waived if one party is not represented by counsel.

It shall be the duty of Plaintiff's counsel to see that the Pre-Trial Stipulation is drawn, executed by counsel for all parties, and filed **no later than ten (10) days before the Case Management Conference. UNILATERAL PRE-TRIAL STATEMENTS ARE DISALLOWED UNLESS APPROVED BY THE COURT AFTER NOTICE AND HEARING**. Counsel(s) for all parties are charged with good faith cooperation in preparing the Pre-Trial Stipulation.

The Pre-trial Stipulation shall contain the following in separately numbered paragraphs:

* + 1. Names and contact information of attorneys to try case.
    2. A list of all pending motions requiring action by the court.
    3. A statement of estimated trial time.
    4. **Statement of the Facts:** A concise statement of the facts of the case in an impartial, easily understandable manner.
    5. **Stipulated Facts and Agreed Rules of Law:** A list of any stipulated facts requiring no proof at trial and any agreed rules of law.
    6. **Statements of Disputed Law & Fact:** A statement of disputed issues of law and fact that are to be tried.
    7. **Witness Lists:** Parties must attach their Witness Lists, including "Rebuttal" or "Impeachment" witnesses. If any party objects to any witness, such objections must be stated in the Stipulation, setting forth the grounds with specificity. At Trial, all parties will be strictly limited to witnesses properly and timely disclosed. Only those witnesses listed by NAME will be permitted to testify at trial.
    8. **Exhibit Lists:** Parties must attach their Exhibit Lists. All exhibits to be offered in evidence at Trial must have been made available to opposing counsel for examination. Only those exhibits listed may be offered in evidence. If any party objects to the introduction of any such exhibit, such objection must be stated in the Pre-trial Stipulation, setting forth the grounds with specificity. All exhibits must be pre-marked and numbered consistent with Clerk guidelines.
    9. **Jury Instructions (if applicable):** If the trial is a Jury Trial, Counsel must identify all agreed-upon standard instructions and all special instructions. Any objections or disputed jury instructions must be attached and identified as to the party that proposed the instruction [indicated in redline/track changes]. Copies of all agreed-upon instructions or disputed instructions must be attached to the Stipulation as one document, redlined as necessary, along with copies of supporting statutory citations and/or case law.
    10. **Verdict Forms (if applicable):** If the trial is a Jury Trial, the jury verdict form must be attached and designated as agreed to or disputed.
    11. **Peremptory Challenges (if applicable):** If the trial is a Jury Trial, state the number of peremptory challenges for each party.
    12. And other agreements or issues for trial, if any.
  1. ADDITIONAL EXHIBITS OR WITNESSES

A party desiring to use an exhibit or witness discovered after counsel should have disclosed the exhibit or witness shall immediately furnish the court and other counsel with a description of the exhibit or with the witness' name and address and the expected subject matter of the testimony, together with the reason for the late discovery of the exhibit or witness.

* 1. JURY INSTRUCTIONS (if applicable)

Counsel shall present all requested jury instructions, with citations of authority, in full written form at the Case Management Conference as part of the Joint Pre-Trial Stipulation required above. Disputed jury instructions will be addressed at the Case Management Conference. As stated above, any objections or disputed jury instructions must be attached and identified as to the party that proposed the instruction [indicated in redline/track changes].

* 1. UNIQUE QUESTIONS OF LAW

Counsel shall submit memoranda with citations to legal authority in support of any unique legal questions which may reasonably be anticipated to arise during the trial.

1. **MEDIATION**
   1. MEDIATION REQUIRED

All parties are required to participate in mediation. If the amount in controversy does not exceed $15,000, the parties may utilize the Circuit’s Alternative Dispute Resolution Office by contacting [CAD-MediationRef@pbcgov.org](mailto:CAD-MediationRef@pbcgov.org) or call 561-355-6298. Otherwise, the parties shall utilize a private mediator.

* + 1. The appearance of counsel who will try the case and representatives of each party with full authority to enter into a complete compromise and settlement is mandatory. If insurance is involved, an adjuster with authority up to the policy limits shall attend.
    2. At least one week before the conference, all parties shall file with the mediator a brief, written summary of the case containing a list of issues as to each party. If an attorney or party filing the summary wishes its content to remain confidential, he/she must advise the mediator in writing when the report is filed.
    3. All discussions, representations, and statements made at the mediation conference shall be privileged consistent with Florida Statutes 44.102 and 90.408.
    4. If utilizing the Circuit’s ADR Office, the parties shall pay to the Clerk of Court, no later than ten (10) days prior to the date of the mediation session, $60.00 per session per side, pursuant to section 44.108, Florida Statutes (2022) at [www.mypalmbeachclerk.com/services/make-payments/pay-mediation-fees](http://www.mypalmbeachclerk.com/services/make-payments/pay-mediation-fees), unless exempt pursuant to Administrative Order 2.803. Notice to the mediator of settlement prior to the scheduled mediation conference must be made at least 48 hours in advance. Failure to do so will result in the minimum fee for one session. Mediation may be scheduled to be in person, by telephone, or remotely by audio-video communication, or a combination thereof.
    5. The mediator has no power to compel or enforce a settlement agreement. If a settlement is reached, it shall be the responsibility of the attorneys or parties to reduce the agreement to writing and to comply with Florida Rule of Civil Procedure 1.730(b), unless waived.
  1. MEDIATION SCHEDULING

The Plaintiff’s attorney or Plaintiff, if self-represented, is responsible for scheduling mediation. The parties should agree on a mediator. If they are unable to agree, any party may apply to the Court for appointment of a mediator in conformity with Rule 1.720(j), Fla. R. Civ. P. The lead attorney or party must file and serve on all parties and the mediator a Notice of Mediation giving the time, place, and date of the mediation and the mediator’s name.

* 1. COMPLETION OF MEDIATION BEFORE CASE MANAGEMENT CONFERENCE

Completion of mediation is a prerequisite to trial and **must be completed no later than ten (10) days before the Case Management Conference**. If mediation is not conducted, or if a party fails to participate in mediation, the case may be stricken from the trial calendar, pleadings may be stricken, and other sanctions may be imposed.

* 1. OPPOSITION TO MEDIATION

Any party opposing mediation may proceed under Florida Rule of Civil Procedure 1.700(b).

1. **NON-COMPLIANCE**

**NON-COMPLIANCE WITH ANY PORTION OF THIS ORDER MAY RESULT IN THE STRIKING OF THE CASE, WITNESSES, OR EXHIBITS, ENTRY OF DEFAULT OR DISMISSAL, OR IMPOSITION OF SUCH OTHER SANCTIONS AS IS JUST AND PROPER.**

**DONE AND ORDERED** in Delray Beach, Palm Beach County, Florida.

**COPIES TO:**

A copy of this Order has been furnished to the Plaintiff. The Plaintiff shall serve this Order to the Defendant(s) in compliance with Administrative Order 3.110 (amended).

This notice is provided pursuant to Administrative Order No. 2.207

**“If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact William Hutchings, Jr., Americans with Disabilities Act Coordinator, Palm Beach County Courthouse, 205 North Dixie Highway West Palm Beach, Florida 33401; telephone number (561) 355-4380 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.”**

**“Si usted es una persona minusválida que necesita algún acomodamiento para poder participar en este procedimiento, usted tiene derecho, sin tener gastos propios, a que se le provea cierta ayuda. Tenga la amabilidad de ponerse en contacto con William Hutchings, Jr., 205 N. Dixie Highway, West Palm Beach, Florida 33401; teléfono número (561) 355-4380, por lo menos 7 días antes de la cita fijada para su comparecencia en los tribunales, o inmediatamente después de recibir esta notificación si el tiempo antes de la comparecencia que se ha programado es menos de 7 días; si usted tiene discapacitación del oído o de la voz, llame al 711.”**

**“Si ou se yon moun ki enfim ki bezwen akomodasyon pou w ka patisipe nan pwosedi sa, ou kalifye san ou pa gen okenn lajan pou w peye, gen pwovizyon pou jwen kèk èd. Tanpri kontakte William Hutchings, Jr., kòòdonatè pwogram Lwa pou ameriken ki Enfim yo nan Tribinal Konte Palm Beach la ki nan 205 North Dixie Highway, West Palm Beach, Florida 33401; telefòn li se (561) 355-4380 nan 7 jou anvan dat ou gen randevou pou parèt nan tribinal la, oubyen imedyatman apre ou fin resevwa konvokasyon an si lè ou gen pou w parèt nan tribinal la mwens ke 7 jou; si ou gen pwoblèm pou w tande oubyen pale, rele 711.”**